



SEADREAM EDUCATION CIC

PRIVACY NOTICE: Personal Data and GDPR

This Privacy Notice explains how we use and manage any information that you give to us and what information is collected when you visit our website.

Who are Seadream Education?

Seadream Education CIC is a non-profit Community Interest Company, set up by marine biologist Dr Juliette Jackson. The company has two other directors, both marine scientists, and delivers interactive science and engineering workshops, school outreach, public engagement and marine research.

Lawful Basis for collecting and using personal data

There are a range of reasons why we might hold personal data for individuals:

1. Legitimate Interests

In order to perform our roles, we will need to collect information from various people, for example the contact details of a teacher or a potential volunteer. If someone requests information by email, we will use that email address to reply to them. When we need to collect your data to pursue our legitimate interests then the data collection and processing will not materially impact your rights, freedom or interests.

2. Consent

In some cases, we may ask for your permission to contact you and collect certain data. We will be clear about which data we will be processing, how it will be managed and for how long. For example, we may wish to send you a newsletter or report about a project in which you were involved.

3. Contract

Occasionally, we may have a contract to perform certain roles that require us to process your personal data, e.g. we may need to contact project stakeholders or their delegates.

4. Compliance

We may need to share data we collect with ICO, or similar regulatory bodies, to show that we comply with current legislation on data protection.

When do we collect Personal Data?

We may collect Personal Data whilst undertaking the following activities (Personal data will only be collected, stored, or processed where it is necessary):

- If we organise an event, workshop or similar activity we will need personal data to organise the event, provide the necessary feedback and fulfil the requirement of funders and our legal obligations.
- If we are contacted to request information/feedback/complaints about our services or research, we will record the name(s) of the person(s) and organisation making the contact.
- If you engage with us on social media, personal information posted on those pages will remain visible to all those with access to our social media pages.
- If you help with our research projects or return surveys to us, we will collect the personal information necessary for that project. We will provide a list of that information to those involved.
- If you download data and information from our website this may be recorded in our website records
- We may also collect data from publicly available sources, where the information is made public as a matter of law, or when you have given your consent to share information. For example, before we enter into a contract or partnership with you, we may need to carry out appropriate due diligence checks.

What type of Personal Data do we collect?

We may collect the following data, if relevant, that are treated as “identifiable” as they can lead to you being recognised:

- Your name
- Your email address
- Your contact details e.g. address or telephone number depending on how you have chosen to be contacted.
- Your job title
- Whether you are an adult or your age if under 18
- Date of birth if necessary
- If you are volunteering or work with us, we will your full name, address, date of birth, your passport details/ driving licence details, etc., which may be passed to third parties, e.g. DBS, for processing purposes.

Anonymous Information

Certain information is collected automatically by our website provider to ensure the website runs smoothly and safely including:

- the IP address
- the browser/ operating system used
- the date and time you access our site

This information is used to ensure that content on our site is presented in the most effective manner for you. No personal data is gathered to enable us to identify any individual.

Our Content Management System and server also log website interactions for the purposes of performance and addressing technical issues. This data does not identify individuals and is deleted regularly.

How long do we keep the personal data?

We only keep Personal Data as long as we need to. The length of time will be set either (i) according to the purpose for which we collected the data or (ii) to comply with any legal obligations, whichever is the longer.

Data Anonymisation and Data Destruction

When we no longer need to keep the data it will be deleted it or it may be anonymised.

Anonymisation means we will remove items that would allow you to be identified as an individual. We may keep the other parts of the data e.g. the date queries were received or the number of people who provided feedback on a particular workshop. This anonymous data is often needed when we apply for funding for new projects but will not include any personal data.

Sometimes we apply for grants that are only eligible for projects running in specific regions. We may need to show that we have worked with people in certain regions and so our anonymous dataset might include the first part of people’s postcodes but never the full postcode

Data Sharing

We would only share personal data where:

- (i) there was a legal obligation to do so; or
- (ii) where it is necessary as part of our legitimate business e.g. where we are working with a school to collect feedback on activities provided for them

In all cases, we will only share the data that is necessary and will require that the third party only uses the data for the purposes specified, stores the data securely, and will process the data in accordance with the GDPR.

We may share anonymous data with other researchers who wish to use the data for scientific research. Such datasets will not include any personal data.

What are your rights?

You have the right to ask:

- Ask for a copy of the personal data/information we hold about you.
- Ask for incorrect data to be corrected.
- To withdraw consent to your data being processed, for those activities where our legal basis to use your data was based upon your consent.
- For all data to be erased unless we have a legal obligation to process your personal information (*See below)
- For your personal data NOT to be used for profiling, direct marketing, communications or research purposes.

*If we are collecting data and processing it as part of our legitimate interest, you can still ask us to stop. You will need to provide us with your reasons so that we can consider whether that is more important than meeting our legitimate and regularity obligations. If we do not have an overriding reason, then we will stop processing your data.

How to contact us - requests/complaints/asking us to stop contact?

Email the Data Controller at:

js@seadreameducation.com

Sea@seadreameducation.com

Write to us

Data Controller, Seadream Education CIC, The Water Tank, Kingsbridge, Devon, TQ7 4HQ

Complaints

If you wish to complain about the way we have processed your data please contact The Data Controller using the addresses above.

If you are still dissatisfied, you can contact the Information Commissioner's Office at:

Information Governance Department
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113

<https://ico.org.uk/global/contact-us/>