

## **Email newsletter privacy notice**

The IPCC Working Group III provides a newsletter via email about our activities and news. This privacy notice explains how we use your personal data when you sign up to receive the Newsletter.

### **Why we process your information**

If you opt-in to receiving the Newsletter, we will only ask for your email address.

Our legal basis for processing your personal data for the purposes of sending you the Newsletter via email is based on your consent - by consenting to receiving the Newsletter via email you are giving us permission to process your personal data specifically for the purpose of sending you the Newsletter via email.

You may withdraw consent at any time by clicking unsubscribe on any Newsletter email or by emailing [tsu@ipcc-wg3.ac.uk](mailto:tsu@ipcc-wg3.ac.uk) and asking to be removed.

### **Sharing your personal information**

We may share your personal data with service providers who assist us in the preparation, distribution and/or administration related to the Newsletter. Our legal basis for sharing your data in this way is that it is necessary for our legitimate interest in providing you with the Newsletter.

All our service providers are required to take appropriate security measures to protect your personal information in line with data protection laws. We do not allow our service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Some service providers may process your personal information outside the European Economic Area. Where this is the case, you can expect a similar degree of protection in respect of your personal information and your personal information will only be transferred where the transfer is permitted under the law.

We currently use Qualtrics to collect the subscribers' emails as well as the unsubscribe emails. We share subscribers email addresses with Qualtrics for these purposes.

Qualtrics complies with the EU-U.S. Privacy Shield framework and the Swiss Privacy Shield framework. It retains the American Arbitration Association/International Centre for Dispute Resolution (AAA/ICDR) for disputes.

For specific information about GDPR, please visit <https://qualtrics.com/gdpr>.

Except as explained above, we will not share your information with anyone, unless where required by law, where it is necessary to administer our relationship with you or where we have another legitimate interest in doing so.

### **Keeping your personal information**

Your personal information will be deleted from our systems when you unsubscribe from the Newsletter.

### **Your rights**

You have the right to:

- receive a copy of the information we hold about you in a reasonable format specified by you, including for the purpose of transferring that data to another data controller;
- request us to erase your personal data or object to our processing of your personal data;
- request your information be changed if you believe it was not correct at the time you provided it;
- unsubscribe and have your information deleted if you no longer want to receive the Newsletter.

If you are not satisfied with how we are processing your personal data, you can raise a concern with the Information Commissioner: [www.ico.org.uk](http://www.ico.org.uk)

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this information, please contact our Data Protection Officer at:

Imperial College London  
Data Protection Officer  
Exhibition Road  
Faculty Building Level 4  
London SW7 2AZ

e-mail: [dpo@imperial.ac.uk](mailto:dpo@imperial.ac.uk)