

EMS Privacy Policy

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Who are we?

The Edinburgh Mathematical Society (EMS), a registered Scottish Charity (no. SC000241), was founded in 1883 and has since become firmly established as the principal mathematical society for the academic mathematical sciences community in Scotland.

What do we do?

The EMS has published Proceedings (PEMS) since 1884. Annual volumes appear in three parts in February, June and October and contain research papers on topics in a broad range of pure and applied mathematics and book reviews.

The Society also has an active programme of meetings, hosted by the Scottish universities and postgraduate students' meetings at the Burn House, near Edzell. The EMS additionally provides grants for research and school's enrichment activities, including administering funding for activities under the Scottish Government's Maths Week Scotland. Furthermore it awards the Whittaker Prize on a regular basis to an outstanding young mathematician

Who do we collect data from?

We collect data from the following groups under different legal bases (discussed below):

- EMS Members
- Individuals using EMS products, services and activities
- Individuals who contact the EMS
- EMS publications – Authors, Referees, Editors, Editorial Advisors
- Website Users and Visitors
- Winners of prizes awarded by the EMS

What data do we collect?

We will collect and process the following types of personal data:

Categories

- Personal details - Name, Organisation
- Contact details - Postal address, Telephone and Email address
- Financial details
- Employment details
- Education and Training details - Research and service improvement survey results, Website use
- Images

Special Categories

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- genetics;
- biometrics (where used for ID purposes);
- health;
- sex life; or

- sexual orientation.

How do we collect your data?

You will provide us with data directly when you:

- Respond to, or as part of, any contact with the organisation via electronic means
- Complete surveys for research and service improvement purposes
- When you post, email or otherwise send data to us
- Attend one of our events
- Eventbrite

Where do we acquire publically available data?

While most of the data that we hold comes from individuals providing their data to us, there will be instances where we collect data from publically available sources such as websites or papers.

What are the legal bases for processing data

The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever you process personal data:

1. Consent - With the Consent of the Data Subject
 - a. E.g. we rely on consent to send direct marketing material by email to you.
2. Contract - To perform our duties to fulfil a contractual obligation
 - a. E.g. we rely on contract to provide membership services to fulfil our contract with EMS Members.
3. Legal Obligation - To meet a legal obligation
 - a. E.g. we rely on legal obligation to disclose information to HMRC for tax and gift aid purposes.
4. Legitimate Interests - To fulfil a legitimate interest of the EMS (on the understanding that it does not override the interests of the data subject)
 - a. E.g. we rely on legitimate interests to facilitate communication with and between EMS Committee members so they can carry out their duties.
5. Vital Interests - To protect the vital interests of data subjects.
 - a. E.g. we rely on vital interests in the event that someone needs emergency medical treatment.
6. Public Task - To process personal data in the exercise of official authority or to perform a specific task in the public interest that is set out in law
 - a. We do not rely on this legal basis because we are not a public authority nor do we exercise official authority or carry out tasks in the public interest.

How will we use your data?

The EMS will process the personal data of academics, researchers, students, associate members, visitors, staff and other individuals in order to:

- Deliver and improve the opportunities and services we provide in a personalised manner;
- Ensure you receive relevant information; and
- Meet our statutory, contractual and legitimate business requirements in the most efficient and effective way.

We do not use profiling or exclusively automated decision-making processes. A human decision maker will always be involved before any decision is reached in relation to you.

Information about you will only be used:

- If you have provided us with your consent;
- If processing is necessary for the performance of a contract to which you are party (e.g. as a grant recipient) or in order to take the steps at your request prior to entering into a contract (e.g. as a funding applicant); and/or
- If it is in the legitimate interest of the EMS to process information about you as you are part of the EMS community; in order to stay in touch with you and keep you informed of our events, news and services

To meet our contractual obligations to you we will:

- Maintain records of the membership of the EMS;
- Track financial information for reporting;
- Monitor attendance at some events;
- Monitor entries into training, awards, programmes and competitions; and
- Process recipients of grants, funding and awards won for audit purposes

On the basis of our legitimate business interests to you we will:

- Supply you with the products, services and information that you request from us and to allow us to respond to your enquiry accordingly;
- Analyse the information we collect so that we can administer, support, improve and develop our websites, documentation, teaching and research, events and room bookings, and to ensure continuous improvement of all of our services;
- Inform you of opportunities that may be of interest;
- Monitor the progress of the EMS and its stakeholders and inform them of appropriate opportunities and services;
- Notify you about changes to our services; and
- Send you EMS marketing information if you are a professional contact.

Marketing

- Keep you up to date via electronic, postal and telephone communications with news, events, activities, programmes, services, funding and progress of interest to you with regards to the EMS;
- Process information about you to administer your attendance at an EMS event, after which we may send you presentations and surveys and request feedback; and
- Send you EMS marketing information.

Who will we share your data with?

Because the EMS does not have permanent staff or its own premises we receive administrative support from Heriot-Watt staff who are based in ICMS, on University of Edinburgh premises. This may involve the use of University of Edinburgh IT infrastructure. Information about you will therefore be shared with both Heriot-Watt University and the University of Edinburgh.

Examples of other organisations with whom we may share your data include:

- Web page company and/or web design and other IT consultants?
- Bank/payment company? (for events/membership)
- External venues and hotels to manage events.
- Google Analytics to monitor the use of our websites.
- Charity Commission with legal obligations.
- The Electoral Reform Service to manage EMS Elections.
- Emergency services to provide assistance in emergencies.

How do we store your data?

Once we have received your information, we employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction or damage.

Although we will do our best to protect your personal data, we cannot guarantee the security of data transmitted to us via email. Any transmission is at your own risk.

In most cases, personally identifying information is stored on University of Edinburgh infrastructure within the UK.

How long do we store your data?

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected and, in some cases, so we can comply with our legitimate and contractual obligations.

At the end of a retention period, your data will either be deleted completely or anonymised, for example by aggregation with other data so that it can be used in a non-identifiable way for statistical analysis and business planning.

What are your data protection rights?

Every user of the EMS' services are entitled to the following rights:

1. **The right to be informed** – During data collection an individual has the right to be informed, via the privacy notice, how their information is processed
2. **The right of access** – All individuals have the right to access the data held about them regardless of format or location
3. **The right to rectification** – All individuals have the right to have their personal information rectified where it is inaccurate or incomplete
4. **The right to erasure** – All individuals have the right to be request erasure where there is no good reason to continue holding their information
5. **The right to restrict processing** – All individuals have the right to restrict the processing of their data where that data is inaccurate or incorrect
6. **The right to data portability** – All individuals have the right to request to have their information presented to them in a suitable format that allows it to be reused
7. **The right to object** – All individuals have the right to object to automated processing of their personal data where decisions made could be damaging to the individual

Privacy policies of other organisations

Our website contains links to the websites of other organisations. Our privacy policy applies only to our organisation, so if you click on a link to another website, you should read that organisation's privacy policy.

Changes to our privacy policy

Our Organisation keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 25 November 2019.

How to contact us

Data Protection Contact

Gillian Kerr

Email: Gillian.Kerr@icms.org.uk

Address: 7 Potterrow, Edinburgh EH8 9BT

How to contact the appropriate authorities

Information Commissioner's Office (ICO)

Head office

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: casework@ico.org.uk

ICO Scotland

Address: 45 Melville Street, Edinburgh, EH3 7HL

Email: Scotland@ico.org.uk