



**LML**

# **Privacy Statement**

External Document

January 2022

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This privacy statement tells you what to expect when LML collects and/or uses your personal information. We are committed to keeping your information safe and secure. You can read more about the GDPR and what it means for you on the [Information Commissioner's website](#).

LML is an institute for basic science in which researchers are commissioned to follow their curiosity. LML employs resident and external fellows, hosts visitors and public events, and is governed by a board of trustees. LML is made possible by charitable donations.

## **Our Contact Details**

London Mathematical Laboratory  
8 Margravine Gardens  
London  
W6 8RH

## **Types of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Website user statistics, including online identifiers.

## **How we get and store the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons noted below. All data is securely stored and meets the requirements of GDPR. Data will only be retained in line with our retention review and deletion policy

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [director@lml.org.uk](mailto:director@lml.org.uk)

(b) We have a contractual obligation.

(c) We have a legitimate interest.

## **Visitors to our website**

When someone visits our website we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will ask for it. We will make it clear when we collect personal information and will explain what we intend to do with it.

## **Use of cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## **Comments**

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymised string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service Privacy Policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Visitor comments may be checked through an automated spam detection service.

## **Media**

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

## **Embedded content from other websites**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

## **Blogs**

Our website offers publicly accessible blogs. You should be aware that any information you provide in these areas may be read, collected and used by others who read them.

## **Closed Circuit TV (CCTV) Recording**

The Charity collects video CCTV images of people entering its premises in order to safeguard its properties from theft and vandalism.

The information collected is only processed and, where appropriate, shared with other authorities (eg: the Police) where it is necessary to investigate a potential crime.

## **Companies and suppliers we work with**

When we work with you in a professional capacity we will securely retain your information on our database. We will not share your information with any other organisation. If we cease working together we will retain your information on our database for five years after our last contract, in line with our retention, review and deletion policy.

## **If you submit your CV to us**

If you submit your CV to LML we will keep it on file for up to six months and contact you if a suitable vacancy comes up. We will not pass your CV to any other party without your specific consent.

## **If you apply for an LML Programme**

If you submit an application to an LML programme we will keep it on file for the duration of the programme. We will not pass your CV to any other party without your specific consent.

## **Donations**

If you make a donation to LML, we will keep any correspondence on file for up to 6 years in line with our retention, review and deletion policy. We will only contact you in relation to your donation and we will not pass on your information to any other party without specific consent.

## **Email bulletins**

If you sign up for our email bulletin you can unsubscribe at any time. We will not share this information with any other party and we will gain your consent to send you the bulletin. Our email bulletins are managed through Mailchimp and Feedburner.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [director@lml.org.uk](mailto:director@lml.org.uk) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [director@lml.org.uk](mailto:director@lml.org.uk).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>