



Sir Misha Black Awards

Privacy Notice



Royal Commission for the Exhibition of 1851

Sir Misha Black Awards

Medallists, Awardees, Nominees, Nominators

About this document

This privacy notice explains how the Sir Misha Black Awards Committee and the Royal Commission for the Exhibition of 1851 (“we”, “our”, “us”) collects, uses and shares your personal data, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of those currently nominated for the Sir Misha Black Medal or Award (“Nominees”), those putting forward, acting as referee for or otherwise supporting Nominees (“Nominators”), those who have at one time or another been in receipt of the Medal (“Medallists”) and those who have at one time or another been in receipt of or acted as official Awardee of an organisation in receipt of the Award (“Awardees”) (together, “you”, “your”). At certain points this notice also refers collectively to all Medal recipients, Awardees and recipients of other awards administered by the Royal Commission for the Exhibition of 1851, together “Alumni”. All Medal recipients automatically become members of the College of Medallists, administered by the Commission.

Royal Commission for the Exhibition of 1851 (a Royal Charter body, and registered charity number 206123, and which is registered with the UK Information Commissioner’s Office with registration number Z8305954 and which administers the activities of the Sir Misha Black Awards Committee) is the data controller of your personal data and is subject to the Data Protection Act 2018 (“DPA”) and the General Data Protection Regulation (the “GDPR”).

How we collect your information

We may collect your personal data in a number of ways, for example:

- from the information you (or a Nominator) provide to us when interacting with us before a nomination for a Medal or Award is made;
- when you submit a nomination form for the Medal or Award (or someone else submits a nomination form nominating you and on which your personal data appears);
- from third parties, for example previous or current institutions with which you are associated, in order to verify details about you and/or your nomination;
- when you communicate with us by post, telephone, email or via our website, for example in order to make enquiries about the Medal or Award;
- in various other ways as you interact with us during your time as a Medallist, Awardee, Nominee or Nominator, for example if you attend an event we organise, for the various purposes set out below.

The types of information we collect

We may collect the following types of personal data about you (and anyone at your organisation who we need to carry out due diligence checks on, for example):

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— contact and communications information, including:

- your contact details (including email address(es), telephone numbers and postal address(es));
- your communication preferences;
- records of communications and interactions we have had with you;

— biographical and educational information, including:

- your name, title, gender, nationality and date of birth;
- your image and likeness, including as captured in photographs taken for business purposes and in videos of events we organise that you attend;
- details of your education
- details of your professional activities and employment, including work contact details;
- education and employment related references;
- details of honours, awards, publications etc.;
- information you have publicly shared on social media;
- lifestyle information and social circumstances;
- your interests and extra-curricular activities;
- information concerning your engagement with us, including attendance at our events, responses to surveys or focus groups, records of meetings, etc.;

— financial information, including:

- details of financial transactions, for example expense reimbursements;
- your and / or your host institution's bank account number, name and sort code (used for processing expense payments and donations);
- details of any donations or bequests you choose to make, including gift amount, purpose, date, method of payment, cheque numbers or other payment references;
- Tax (residence) status and Gift Aid declaration information;

— and any other information relevant to a nomination or award.

We may also collect sensitive personal data, including information concerning your health and medical conditions (e.g. disability and dietary needs), where this is necessary for the provision of a Medal or an Award or your safe attendance at an event.

The basis for processing your information and how we use it

We may process your personal data because it is necessary for the performance of a contract with you or in order to take steps at your request prior to entering into a contract. In this respect, we use your personal data for the following:

- to interact with you before you submit a nomination form for the Medal or Award (for example, to send answers to any questions you have);
- when you submit a nomination form for the Medal or Award (or agree that someone else may nominate you or give your details as an Awardee of a nominated institution);
- if you are the recipient of a Medal or Award, to provide you with that award in accordance

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with all relevant terms and conditions (and, in this respect, we may process your personal data in connection with any checks to ensure that you are complying with the conditions of your award, and we may send you certain information, stories and news, for example in the form of publications, e-newsletters and invitations to events, where this is necessary for the performance of the award terms and conditions);

- to deal with any concerns or feedback you may have;
- for any other purpose for which you provide us with your personal data.

We may also process your personal data because it is necessary for our or a third party's legitimate interests. Our "legitimate interests" include our charitable objectives and pursuing our mission as set out in our Royal Charter (our founding constitutional document), in our Supplemental Charter and in the terms of reference of the Sir Misha Black Awards Committee.

In this respect, we may use your personal data for the following:

- to administer a nomination, where the Nominator has not informed the Nominee that they are nominating them;
- for administrative purposes, for example in connection with payments made to you, donations made by you or an event you have registered for or attended;
- to conduct surveys, focus groups and other research;
- for internal record-keeping, including the management of any feedback or complaints;
- to monitor and evaluate the performance and effectiveness of our awards;
- to seek advice on our rights and obligations, such as where we require our own legal advice;
- to hold your information and use it to consider the updates that are most suitable for you, in order to keep you informed (by letter, telephone, email and other electronic means – subject to having your consent for being contacted by electronic means (see below)) of information, stories and news which may be of interest to you (for example, updates about Medallists or other Alumni);
- to publish stories and news on our websites www.mishablackawards.org.uk and www.royalcommission1851.org and to consider the updates that are most suitable for you, for example, information about our awards and our activities, in order to determine which publications, e-newsletters, invitations to events and details of opportunities to assist the Commission and/or the Sir Misha Black Awards Committee through mentoring, outreach or similar activities are suitable to send to you. We may send to you by post, email and potentially by other means, depending on your communication preferences from time to time, and subject to having your consent for being contacted by electronic means (see below);
- to further our charitable objectives, including by holding your information as a past or potential donor to the Commission, and in order to offer you the opportunity to donate to or make a bequest in support of the Commission's work, particularly in pursuit of our core mission, which is to "increase the means of industrial education and extend the influence of science and art upon productive industry" (as set out in our Supplemental Charter of 1851);
- transferring information to HM Revenue and Customs in respect of any Gift Aid claims;
- to provide mechanisms for Alumni to network in their local area and connect around academic, professional or social interests;
- to provide mechanisms for Alumni to keep each other informed of new activities, ventures and opportunities; and

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- for archival preservation and historical research.

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- to meet our compliance and regulatory obligations, such as compliance with anti-money laundering laws and tax reporting requirements;
- for the prevention and detection of crime
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

We may also process your personal data where:

- it is necessary to protect your or another person's vital interests;
- it is necessary for the establishment, exercise or defence of legal claims (for example, to protect and defend our rights or property, and/or the rights or property of Nominees, Nominators, Awardees or Medallists)
- we have your specific or, where necessary, explicit consent to do so.

In particular, with your consent, we may process your personal data to provide you with information about our awards and our activities, opportunities to donate to the Commission's work, and other information, stories and news which may be of interest to you, for example, by sending you publications, e-newsletters, invitations to events and details of opportunities to assist the Commission through mentoring, outreach or similar activities. We may send you these communications by electronic means (meaning, principally, by email) only with your specific consent. If you do not wish to receive such information, or if you wish to receive this information only by certain means of communication, please let us know now or at any time in the future, and your communication preferences will be updated. (Where possible, we will provide you with the means to update your communication preferences yourself.)

If we lose touch with you over time, we may use publicly available information, e.g. from news media and social media sites or your own web page, to ensure that our contact details for you are up to date, allowing us to continue to communicate with you about certain events and activities which may be of interest to you.

Sharing your information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties. We may disclose limited personal data to a variety of recipients including:

- our employees, agents and contractors where there is a legitimate reason for their receiving the information, including third parties where we have engaged them to process data on our behalf as part of administering: the award application process; the award itself (including market research with award holders); our alumni network; and our archive;
- internal and external auditors (our external auditors are currently Kingston Smith LLP);
- when the Commission is legally required to do so (by a court, government body, law enforcement agency or other authority of competent jurisdiction), for example by the Charity Commission;
- where you have given your consent for us to do so, for example to the Royal Society or a similar organisation so that you may be invited to events which they are organising or to other

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Alumni where you have given your consent for limited personal data to be so shared to facilitate networking and exchange of information.

Other than as described above we do not share your data with third parties. We do not sell your personal data to other organisations.

A list of the data processors with whom we currently share personal data and the rationale for doing so is provided below:

- Cottage Labs LLP (provision of the Commission's main website)
- Steers McGillan Eves (provision of the Commission's main website)
- Fluent Technology Ltd (provision of the Commission's applications website)
- KIT United (provision of the Commission's alumni platform, Hivebrite)
- Axiell Ltd (provision of the Commission's CALM archive system)
- Images&Co Ltd (provision of the Sir Misha Black Awards website)
- Microsoft Azure Cloud (website hosting)
- Amazon AWS (website hosting)
- TSO Host (website hosting)
- Sendgrid (sending of emails from the alumni platform, Hivebrite)
- Mailchimp (sending of emails relating to the Sir Misha Black Awards)
- Google Analytics (website analytics)
- Airbrake (production and storage of error logs for the alumni platform, Hivebrite)
- Sage UK Ltd (accounting information for award payments and expense reimbursements)

If you attend events organised by us where photographs or videos of the event are being taken, copies of those photographs or videos may be retained by the person taking the photographs or videos for their own records but will not be used without your consent.

International data transfers

As a matter of course, we do not transfer your personal data outside of the UK/European Economic Area. We may, however, transfer your personal data around the world on an ad hoc basis, for example where this is necessary for interaction with you, and you are located outside of the UK/EEA. In such circumstances, we will consider whether any additional measures are required in order to give adequate protection for the information when it is transferred outside of the UK/EEA.

The data processors we use have undertaken that they will only transfer data outside the UK/EEA where the transfer is subject to an adequacy decision (in accordance with Article 45 of the GDPR) or appropriate safeguards (in accordance with Article 46 of the GDPR) or binding corporate rules (in accordance with Article 47 of the GDPR).

How long your information is kept

One copy of all nomination forms, which include contact details and biographical information concerning Nominators and Nominees, is retained indefinitely by the Chairman of the Sir Misha Black Awards Committee for the sole purpose of allowing the Committee to reconsider past

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nominations each year. A second copy of all nomination forms is deposited in the Sir Misha Black Awards Archive, which is in the process of being transferred to the University of Brighton Design Archive. Nomination forms so deposited are intended to be held indefinitely but may only be accessed by researchers and other members of the public 30 years after the date on which they were created.

Some other documents created for or used by the Committee may contain personal data relating to Nominators and Nominees, such as minutes of Committee meetings. These are retained by the Committee and the Commission for reference purposes and to comply with legal obligations. All such papers are treated as confidential to the Committee and the Commission. Copies of all such papers are also deposited in the Sir Misha Black Awards Archive, with the intention that they will be retained indefinitely but may only be accessed by researchers and other members of the public 30 years after the date on which they were created.

Copies of certain other documents already in the public domain containing personal data relating to Medallists and Awardees, created with the consent of those Medallists and Awardees and intended for public distribution, such as press releases and the like, may also be deposited in the Sir Misha Black Awards Archive. Access to such documents, which were created for public distribution rather than confidential discussion, is not subject to the 30-year rule; they may be accessed by researchers and other members of the public as soon as they have been deposited.

Personal data relating to Medallists and Awardees is retained indefinitely in order to support a life-long relationship with the Sir Misha Black Awards Committee and the Commission and subsequently as part of our historical archive for the purpose of future historical research (information in the Commission's archive is not put to use for the shorter of 50 years after death or 100 years after the start of an award).

If you decide at any time that you do not wish to receive communications from us, or from other Alumni, please let us know and we will update your communication preferences accordingly.

Your rights

Under the GDPR you have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require that we cease processing your personal data if the processing is causing you damage or distress;
- to require us not to send you marketing communications.
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

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Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact our Secretary using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.

Contact us

If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you may contact our Secretary:

- by email: royalcom1851@imperial.ac.uk
- by telephone: 020 7594 8790
- by post: The Secretary
Royal Commission for the Exhibition of 1851,
453 Sherfield Building
Imperial College
London SW7 2AZ