

## **The Astronomical Unit Data Privacy Statement**

### **Introduction**

Following the introduction of the new General Data Protection Regulation (GDPR), which came into force on 25<sup>th</sup> May 2018, we would like to let you know what The Astronomical Unit does with personal data given to it by members of the public.

We strongly believe in protecting your personal data, which is why we collect only the absolute minimum data where necessary.

### **Basis for obtaining Personal Data**

When you contact The Astronomical Unit by email, or through a contact form on <http://astunit.com>, we request a minimum of data to enable us to respond to your contact or fulfill your request.

When you enrol on a course conducted by The Astronomical Unit on its own behalf or on behalf of a third party, we will request your name and email address in order to provide you with course materials.

If you enquire about astronomical outreach activities (including talks) conducted by The Astronomical Unit, we request the information necessary to fulfil these activities.

### **Data Processing**

The Astronomical Unit lawfully processes your personal data; by which we mean we may store any of the following information:

- Name
- Email address
- Physical Address
- Telephone numbers

Emailed data will be stored on The Astronomical Unit's email system, which is encrypted and password-protected. They will also be stored on the email server of The Astronomical Unit's service provider. They will only be used for the purpose of responding to your contact. They will be deleted at any time that you request.

When you contact The Astronomical Unit by telephone, your phone number may be stored in the telephone's call log. It will be deleted at any time that you request.

### **The Astronomical Unit Courses**

When you enquire about courses conducted by The Astronomical Unit, we will keep your data to enable us to send you relevant information. You may request that these data are deleted at any time.

If you enrol on a course conducted by The Astronomical Unit on its own behalf, we will keep your data until the course is completed. At the end of the course, we will give you the option of having them deleted or of transferring them to our mailing list for astronomy-related information and alerts; if you do not respond, they will be deleted.

If you enrol on a course conducted by The Astronomical Unit on behalf of a third party, we will request your name and email address at the first session. We will keep these data until the course is completed. At the end of the course, we will give you the option of having them deleted or of transferring them to our mailing list for astronomy-related information and alerts; if you do not respond, they will be deleted.

If you subscribe to our mailing list for astronomy-related information, we will keep these data until you unsubscribe, which you may do by clicking the unsubscribe link on the list emails.

### **Astronomical Outreach**

If you engage The Astronomical Unit to conduct an outreach event (including talks), we will keep your data until the end of the event. At the end of the event, we will give you the option of having them deleted or of transferring them to our mailing list for astronomy-related information and alerts; if you do not respond, they will be deleted.

### **Data Sharing**

The Astronomical Unit is compelled to share personal data if required to do so by law (e.g. the Police). Such circumstances would include for the prosecution of any offence committed. Also, personal data may be shared if there are any legal disputes between The Astronomical Unit and any person.

### **Your Rights**

You have the right to ensure that we process your personal data fairly and where we do hold your personal data, that information is accurate.

You have the right to ensure that we do not hold personal data about you longer than is necessary and to have those data removed (also known as the right to be forgotten or the right to erasure).

If you wish these data to be removed at any time, please contact The Astronomical Unit.

### **Data subject request**

To make a request to see what data we hold, what processing The Astronomical Unit does with your personal data or to have data erased, you should contact The Astronomical Unit at [webmaster1@astunit.com](mailto:webmaster1@astunit.com).

The Astronomical Unit will have 28 days to respond to your request. There is no fee attached to making this request.

## **Data Breaches and Complaints**

If you believe there has been a data breach with your personal data, you should immediately contact The Astronomical Unit by emailing [webmaster1@astunit.com](mailto:webmaster1@astunit.com)

The data breach will be investigated and findings reported back to you.

Further information regarding GDPR and making a complaint to a higher authority can be found at the Information Commissioners' Office at [www.ico.org.uk](http://www.ico.org.uk)

Should you require any further details, please do not hesitate to contact The Astronomical Unit at [webmaster1@astunit.com](mailto:webmaster1@astunit.com)

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