

WEBSITE PRIVACY POLICY

The Scientific Committee on Antarctic Research ("We") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us and how we keep it safe. You also have legal rights to access the personal data that we hold about you and to control how we use it, which are also explained.

WHO WE ARE AND HOW YOU CAN CONTACT US

We are the Scientific Committee on Antarctic Research, a company registered in England and Wales (company number 06564642). Our registered office is at Scott Polar Research Institute, Lensfield Road, Cambridge, United Kingdom, CB2 1ER.

You can contact us in writing at the above address or by emailing info@scar.org. If you would like to speak to us please call us on +44(0)1223 336 550.

INFORMATION WE COLLECT FROM YOU

We will collect and process the following data about you:

- **Information you give us.** This is information about you that you give us by filling in forms on our site <https://www.scar.org/> ("our site") or by corresponding with us by phone, email or otherwise. It includes information you provide when you register interest in our services or submit an application form for our services via our site, when you report a problem with our site or respond to a survey. The information you give us may include your name, address, email address and phone number.
- **Information we collect about you.** Our website uses cookies to enable the website to operate. For more information, see the 'Cookies' section below.
- **Information we receive from other sources.** Occasionally we may receive information about you if you use other services we provide. Third parties we work with may include, for example, sub-contractors in technical, payment and delivery services, and search information providers. We will notify you when we receive information about you from them and the purposes for which we intend to use that information.

We do not collect any Special Categories of Personal Data (as defined in the General Data Protection Regulation) about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

COOKIES

Our site may use a feature of your browser to set a “cookie” on your computer. Cookies are small packets of information that a website’s computer stores on your computer. The Operators’ websites can then read the cookies whenever you visit our site. We may use cookies in a number of ways, such as to save your password so you don’t have to re-enter it each time you visit our site, and to track the pages you’ve visited. These cookies allow us to use the information we collect to customise your experience so that your visit to our site is as relevant and as valuable to you as possible.

Most browser software can be set up to deal with cookies. You may modify your browser preference to provide you with choices relating to cookies. You have the choice to accept all cookies, to be notified when a cookie is set or to reject all cookies. If you choose to reject cookies, certain of the functions and conveniences of our website may not work properly, and you may be unable to use those of the Operators’ services that require registration in order to participate, or you will have to re-register each time you visit our site. Most browsers offer instructions on how to reset the browser to reject cookies in the “Help” section of the toolbar. We do not link non-personal information from cookies to personally identifiable information without your permission.

USES MADE OF THE INFORMATION

We use information held about you in the following ways:

- **Information you give to us.** We will use this information:
 - to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information and services that you request from us;
 - to provide you with information about other services we offer that are similar to those that you have already enquired about;
 - to notify you about changes to our service;
 - to ensure that content from our site is presented in the most effective manner for you and for your computer;
 - to provide your contact details to website users via the membership pages located on our website (where appropriate).
- **Information we collect about you.** We will use this information:
 - to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
 - to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
 - to allow you to participate in interactive features of our service, when you choose to do so;

- as part of our efforts to keep our site safe and secure.

WHEN WE NEED YOUR CONSENT TO USE YOUR PERSONAL DATA

Whilst we always want you to be aware of how we are using your personal data, this does not necessarily mean that we are required to ask for your consent before we can use it. In the day-to-day running of our business, we may use your personal data without asking for your consent because:

- we are entering into and carrying out our obligations under a contract with you; or
- we need to use your personal data for our own legitimate purposes (such as the administration and management of our business and the improvement of our services) and our doing so will not interfere with your privacy rights.

In exceptional circumstances, we may wish to use your personal data for a different purpose which does require your consent. In these circumstances, we will contact you to explain how we wish to use your data and to ask for your consent. You are not required to give consent just because we ask for it. If you do give consent you can change your mind and withdraw it at a later date.

You are not under a legal obligation to provide us with any of your personal data but please note that, if you elect not to provide us with your personal data, we may be unable to provide our services to you.

DISCLOSURE OF YOUR INFORMATION

You agree that we have the right to share your personal information with:

- Selected third parties including:
 - business partners, advisors, service providers, suppliers and sub-contractors for the performance of any contract we enter into with them or you;
 - analytics and search engine providers that assist us in the improvement and optimisation of our site.

We will disclose your personal information to third parties:

- If the Scientific Committee on Antarctic Research or substantially all of its assets are acquired by a third party, in which case personal data held by it about its service users may be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce any of our conditions or other agreements; or to protect the rights, property, or safety of the Scientific Committee on Antarctic Research, our service users, or others. This includes exchanging information with other organisations for the purposes of fraud protection.

WHERE WE STORE YOUR PERSONAL DATA

All information you provide to us is stored on secure servers used by us. We may also take further security measures such as:

- ensuring that our staff receive regular data security awareness training;
- keeping paper records to a minimum and ensuring that those we do have are stored in locked filing cabinets on our office premises; and
- maintaining up-to-date firewalls and anti-virus software to minimise the risk of unauthorised access to our systems.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Personal information required for sending the SCAR newsletter is held by MailChimp in the United States. Data submitted through applications to our awards schemes are held on Jotform's servers in the United States.

DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

HOW WE USE YOUR PERSONAL DATA FOR MARKETING

We will add your details to our marketing database in Mailchimp if you subscribe to our services or have contacted us to request the receipt of our marketing communications.

We will only send you marketing communications by email. You can ask us to only send you marketing communications about specific subjects or you may ask us not to send you any marketing communications at all.

You can update your current marketing preferences at any time by calling or emailing us using the details set out in the 'Who we are and how you can contact us' section above.

We do not share your personal data with third parties for marketing purposes.

WHEN WE WILL SEND YOUR PERSONAL DATA TO OTHER COUNTRIES

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”). It may also be processed by staff operating outside of the EEA who work for us or for one of our suppliers. This includes staff engaged in, among other things, the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

YOUR RIGHTS AND ACCESS TO YOUR PERSONAL DATA

You have a legal right to know what personal data we hold about you - this is called the right of subject access. You can exercise this right by sending us a written request at any time. Please mark your letter “Subject Access Request” and send it to us by post or email using the details in the [‘Who we are and how you can contact us’](#) section above.

You also have rights to:

- prevent your personal data being used for marketing purposes;
- have inaccurate personal data corrected, blocked or erased;
- object to decisions being made about you by automated means;
- object to our using your personal data in ways that are likely to cause you damage or distress;
- restrict our use of your personal data;
- require that we delete your personal data; or
- require that we provide you, or anyone that you nominate, with a copy of any personal data you have given us in a structured electronic form such as a CSV file.

You can find full details of your personal data rights on the Information Commissioner’s Office website at www.ico.org.uk.

Our site may, from time to time, contain links to and from the websites of our partner organisations, social media accounts, and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

CHANGES TO OUR PRIVACY POLICY

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

HOW YOU CAN MAKE A COMPLAINT

If you are unhappy with the way we have used your personal data please contact us to discuss this using the contact details set out in the 'Who we are and how you can contact us' section above.

You are also entitled to make a complaint to the Information Commissioner's Office. Whilst you are not required to do so, we encourage you to contact us directly to discuss any concerns that you may have and to allow us an opportunity to address these before you contact the Information Commissioner's Office.