

Cambridge Metabolic Network Privacy Notice

This notice explains how the Cambridge Metabolic Network (hosted by Cambridge University's School of Clinical Medicine) will collect and use your personal data. It outlines the categories of information we retain and how we use it.

Throughout this Notice, "the network", "we", "our" and "us" refers to the Cambridge Metabolic Network which is hosted by the Cambridge University School of Clinical Medicine. "You" and "your" refers to those who provide data to us in relation to attendance at our events, newsletters and mailings or inclusion in our online directory of members.

Where do we get your personal data from? We obtain your personal data when you complete a form on or linked-from our website to:

- Ask us to add your details to the network's online directory of members
- Opt to receive newsletters or mailing from us
- Book to attend an event administered by the network.

We might also obtain your personal data by other routes, for example if you fill in a consent form giving us permission to record audio or video footage featuring your voice or image, or if you attend one of our events and agree to be photographed.

Why do we hold your personal data? We use your data to provide the services you have requested. We might also, with your agreement, use your data (for example photographs or videos) to promote the activities of the Metabolic Network. We only use your data for the purpose or purposes for which it was collected.

What personal data do we hold? We hold data you have provided to us, for example:

- Your name, job role and organisation
- Your contact details
- Information about your preferences or requirements (such as dietary requirements)
- A recording of your voice or image
- A record of our communication with you

Your data and third party organisations. We will only share your data with third party organisations where this is necessary to provide the services you have requested and solely for that purpose. For example we might share your data with conference venues for the purpose of running an event you are attending or with mailing services for the purposes of producing a newsletter you have requested.

The legal basis for processing your information and retention periods. The legal basis for holding and processing your data under the General Data Protection Regulation (GDPR) is consent because you have provided us with consent to hold your data and communicate with you for a specific purpose or purposes.

We only keep your personal details for as long as it is needed to provide the service you requested or to fulfil the purpose for which it was intended.

Further information. If you have any questions about how your data is being used please contact the Coordinator of the Metabolic Network: jms80@medschl.cam.ac.uk. For more information about how we handle your personal information, and your rights under data protection legislation, please see <https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>.