

## Privacy notice – steering groups

*Last updated 13 June 2018*

Thanks for choosing to join one of DRM's steering groups. In order for us to manage the membership of the group, it is necessary for us to process some of your personal data. The legal basis that we will use for processing your data is legitimate interests, namely DRM's legitimate interests in order to convene and run our steering groups.

We will only use this data as required to organise the steering group meetings, carry out consultation via email, and to maintain a list of those who attended each meeting. We will not sign you up to receive any of DRM's marketing communications unless you give us your explicit consent to do so.

We are committed to only retaining your data for as long as is necessary. We will only retain data relating to any meeting that you attend for up to two years after it takes place. Any emails that you send to us will be archived after two years and securely deleted after six years.

We will share your personal information with our suppliers, who we engage to process data on our behalf (e.g. our database provider). Such processing is conducted under relevant Data Processing Agreements. We may also need to disclose your information if required to do so by law or as expressly permitted under applicable data protection legislation. We will never sell your data, or share it with any other organisations other than as above without your express, prior consent.

In accordance with relevant data protection legislation you have the right to:

- access data that we hold about you;
- rectify data we hold about you that is inaccurate;
- erase data that we hold about you;
- restrict or limit the way that we process data about you;
- object to us using our legitimate interests as a basis for processing your data.

For any further information about DRM's commitment to data protection, or if you wish to exercise any of your rights, please contact:

Will Fletcher, Head of Operations

Diversity Role Models, St Anne's Church, 55 Dean Street, London, W1D 6AF

[will@diversityrolemodels.org](mailto:will@diversityrolemodels.org)

020 3795 9198

You have a right to lodge a complaint with the Information Commissioners' Office about the way DRM is processing your information. Further information about this can be found on their website:

[www.ico.org.uk](http://www.ico.org.uk).