

Initiative for Interstellar Studies

Data Protection Policy

Contents:

- Introduction
- What information do we collect and hold about you?
- Purpose and Legal Basis for Processing
- Marketing
- Subject Access Requests and Corrections
- Data Storage Policy
- Data Retention Policy
- Cookies
- How to contact us
- Complaints Procedure
- Data Breaches
- Changes to our data protection policy

Introduction

This data protection policy explains how the Initiative for Interstellar Studies (i4is) uses any personal information we collect about you and your rights under the law – the UK General Data Protection Regulation (UK GDPR)¹.

What information do we collect and hold about you?

We collect information about you when you send us an enquiry, when you subscribe to our magazine *Principium*, or when you apply to become a member, or revise or renew your membership. We may also collect information about you if you attend any of our events.

The information we collect in each case is as follows:

- for enquiries, we hold your name and the email address you supply;
- when you subscribe to *Principium*, we hold your name and email address;
- when you apply to become a member, we hold all of the details from your application and any additional information you provide;
- we use Stripe² for payment, analytics, and other business services. Stripe collects and processes personal data, including identifying information about the devices that connect to its services. Stripe uses this information to operate and improve the services it provides to us, including for fraud detection and prevention. You can learn more about Stripe and its processing activities via their privacy policy at <https://stripe.com/privacy> ;
- we use website analytics data provided by Google; and
- if you attend one of our events, you automatically opt in, and give us permission, to being filmed and/or photographed throughout the event. If you do not wish to be filmed or photographed, or if you do not wish your name and image to be used in any of our publications or on our website or social media, you will need to tell us this upon arrival at the event.

¹ The UK GDPR is the legislation controlling data protection in the UK following EU Exit. See <https://ico.org.uk/for-organisations/guide-to-data-protection/introduction-to-dpa-2018/about-the-dpa-2018/#2> for further information, and a link to the legislation.

² www.stripe.com .

All of this information will be kept unless you ask us to delete your details, subject to our operational requirements and the provisions of the relevant legislation, the UK General Data Protection Regulation. For example you cannot have all your details deleted and remain a member, since we will have no means of contacting you.

Purpose and Legal Basis for Processing

We collect information about you to process your enquiry, to enable your subscription to *Principium*, or to enable your membership of i4is. These are defined below.

If you subscribe to *Principium*, we will add you to our database so that we can send you a link to each new issue. You can opt in and out of this at any time.

If you apply to become a member, we will process the information you provide in your application. When your application is accepted, we will take your membership payment. As a member of i4is you will receive regular information from us, such as members' newsletters and our Annual Report.

We may produce internal reports on membership statistics and management reports for the normal running of the organisation that may contain individuals' details. These are only used by the membership team and Board of i4is.

Marketing

We may wish to send you information about our products and services in case they are of interest to you. If you have consented to receive marketing material, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please contact us.

Subject Access Requests and Corrections

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email us. We will confirm your request for information and confirm your identity. We will normally get your information back to you within a week. We want your personal information to be accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Data Storage Policy

Our data storage policy is to ensure that all data we collect is securely stored, in order to minimise the risk of a data breach. In particular, this means:

- using secure data storage, and wherever possible, avoiding storage in the Cloud;
- not storing personal data in locations where it could easily be disclosed;
- ensuring that any emails sent to large lists of people are hidden (e.g. using the bcc function) so that recipients cannot see each other's email addresses.

Data Retention Policy

Our data retention policy is to retain all data unless you request that it be deleted. We may keep certain information on file to allow lapsed members to re-join in the future but, as above, we will delete it if you request this.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and these websites tell

you how to remove cookies from your browser. However, some of our website features may not function as a result.

How to contact us

The Initiative for Interstellar Studies is a Data Controller under UK GDPR, and the organisation is therefore ultimately responsible for implementation. However, Designated Data Controllers will deal with day-to-day matters. i4is has one Designated Data Controller, the Company Secretary.

If you have any questions about our data protection policy or the information we hold about you, please email us at info@i4is.org . This account is monitored daily.

Complaints Procedure

If you believe that our processing of your personal data infringes your rights, please email your complaint to info@i4is.org , and we will try to resolve the issue as quickly as we can.

Under Article 77 of the UK General Data Protection Regulation you are entitled to complain to the Information Commissioner's Office (ICO) if you believe our processing of your personal data infringes your rights under the legislation. Further details can be found on the ICO's website, at <https://ico.org.uk/make-a-complaint/data-protection-complaints/> .

Data Breaches

In the unlikely event of a data breach, we will immediately notify the ICO and then any individuals concerned. This will usually be within one week, but we may need longer to identify some individuals.

Changes to our data protection policy

We keep our data protection policy under regular review. The policy was last updated in March 2023. The current version is available on our website at *[URL to be added]*.

Version 1.1

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Last updated: March 2023