

Purpose	Personal data	Where do we get it from?	Legal basis	Will we share it?
To respond to enquiries and requests for information and collect feedback, online or in another form.	Name, email address, telephone number, address, any information you provide to us	From you. For example, when you contact us requesting information online or by telephone, submit an enquiry on our website, use our online forms, fill in feedback forms and questionnaires, submit a FOI/EIR or Data Subject Request.	Legitimate Interest – it is in our legitimate interest to respond to enquiries, requests and information within feedback forms so that we can engage with individuals and improve service delivery.	No
To improve the website and for internal system administration	IP Address; your access to the site, your browser. Further information on how Hutton uses cookies is available in our Cookies Policy	Google Analytics and our server	Our legal basis is that it is in our legitimate interest to use this information to operate the website and to fix issues with the website. For non-essential cookies, we rely on your consent	No
To manage network and information security for Hutton.	Name, organisation, email address, occupation, IP Address, email metadata, email content, email banner, email attachments, and any other personal or sensitive personal data provided within email communications.	From you in any email or other messages you may send to us via our website or mailbox.	Our legal basis is that it is in our legitimate interest to ensure our network is secure and to deter potential cyber security threats and attacks.	We will share your data with our security provider for the purposes of ensuring our network and informational security which will involve transferring it, on some occasions to the US.

To manage visitors on our site(s)	Name, organisation, vehicle registration number, telephone number, images from CCTV	From you or from our CCTV	Our legal basis is that it is in our legitimate interest to identify visitors on our sites for security purposes.	No
To organise and manage events	Name, occupation, organisation, email address, telephone number, special dietary requirements, photos and videos, payment details.	From you	<p>Our legal basis is that it is in our legitimate interest to know who is attending our events so that we can manage them appropriately.</p> <p>Where we collect photos/videos or special category data such as health data related to dietary requirements, we rely on your consent.</p> <p>Our legal basis for including your data in a delegate/attendee list is either our legitimate interest to create and publish a list. We may request your consent if, under the circumstances, this is deemed appropriate.</p>	<p>With event partners or co-organisers where relevant.</p> <p>With third-party suppliers and service providers and contractors, e.g. catering suppliers, travel agencies, IT service providers where we use them in order to deliver an event.</p>
To undertake research projects and other activities related to a research project	Name, occupation, organisation, address, telephone number, email, financial information, records of	From you or from a third-party, e.g. collaborator,	Our legal basis is usually that it is necessary for the performance of a task in the public interest. Where	Depending on the project, we may share your personal data with research collaborators or

<p>life cycle, such as publishing, sending out communications and materials.</p>	<p>communications with you, records related to project administration, such as consent forms and any other personal data provided during the research project such as your opinion and thoughts.</p>	<p>project partner, funder, publicly available sources.</p>	<p>this differs on a per project basis, we will let you know.</p>	<p>funders as part of our contractual or legal obligations; with transcribers, survey companies or other third-party service providers; with scientific publishers, only when we are required to do so as a condition of publishing; with data archiving services and organisations.</p> <p>Where we require to share your personal data, this will be on a need-to-know basis and in accordance with adequate arrangements in place, such as a data sharing agreement; and we will inform you in the 'participant information sheet' or other information notice/privacy provided to you when you agree to participate in research.</p>
<p>To market our services, ideals or aims</p>	<p>Name, email address, photographs, video</p>	<p>From you</p>	<p>Our legal basis is that it is in our legitimate interest to market our services, ideals or aims. We may also rely on consent for certain marketing activity such as a</p>	<p>No. An exception may be if we take photos or videos of events which we organise and you may have attended. If you are clearly identifiable, we will ask for your consent first.</p>

			photograph or video of events where you are clearly identifiable	
Accreditation and licensing	Name, email address, organisation, academic or technical qualifications and any other data necessary for us to comply with requirements related to accreditation and licensing procedures	From you	Our legal basis will either be our legitimate interest to maintain our accreditations, such as UKAS, ISO17025 or that a legal or statutory obligation exists. We will use this information to analyse and improve the management system, testing and calibration activities as well as our customer service	No, unless this is required by law or we have another strong legitimate interest to do so. Where possible, information shared with accreditation and licensing bodies will be anonymised.
Hosting video-conferencing sessions which are recorded	Name, image and voice (unless you turn off your camera and microphone), any information you choose to share during a video-conferencing session	From you	Our legal basis will be consent. We will inform you in advance that we intend to record the session and seek your consent.	No
To fulfil our contractual and statutory reporting obligations, e.g. with the Scottish and/or UK Government , such as RESAS, UKAS etc	Name, email address, organisation or affiliation, any other personal information provided through forms, communications, administration records	From you	Our legal basis is compliance with a legal obligation, failing which it is in our legitimate interest	No

<p>To carry out research misconduct investigations</p>	<p>Name, email address, records of communications with you, administration records</p>	<p>From you, e.g. when you report research misconduct, unless you choose to do so anonymously, and in other communications related to research misconduct processes</p>	<p>Our legal basis is that it is in our legitimate interest to investigate allegations of misconduct</p>	<p>We may share with research collaborators or funders as part of our contractual obligations</p>
<p>To administer and deliver online and onsite training courses</p>	<p>Name, email address, phone number, organisation and other information provided via communications and administrative processes</p>	<p>From you, e.g. at registration and during course attendance</p>	<p>If you are scientist/student of one of the Main RESAS Providers (“MRPs”) and/or delivery of the course is considered as part of our obligations to RESAS/SG or another public funder, our lawful basis is that this processing is a task in the public interest.</p> <p>If you are a non -MRP scientist/student and delivery of this course is not considered part of our obligations to RESAS/SG or another public funder, our legal basis for collecting and processing your personal data is most often that this is necessary for the performance of a contract to which you are part to or taking steps at your request prior to entering into the contract.</p>	<p>We may share some of your personal data with your employer to inform them if you have completed the training. Our legal basis for this processing would be that it is necessary for our legitimate interest of ensuring our clients maximise benefits of our service.</p>

			Otherwise we shall seek your consent.	
To carry out activities associated with the financial management of the organization, including managing accounts, research finance, procurement, insurance, cash office functions etc	Depending on the process it may include identifiers such as name, role, email address, correspondence address, date of birth, professional references, bank details	Usually from individuals. Information may be sourced from Hutton systems, such as the finance system or maybe provided by agents or representatives on behalf of data subjects	Our legal bases shall most often be: the data subject has given explicit consent; processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; processing is necessary for compliance with a legal obligation to which Hutton is subject processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	No
Donations/Fundraising	Name; Email address; Postal address; Records of communications with you; Business details and professional activities – if required; Financial	From you; From publicly available sources, where relevant	The legal basis for processing your personal data is that is necessary in the pursuit of our legitimate interests in terms of securing funding. We will communicate with	With third-party organisations engaged by Hutton as data processors, e.g. payment services

	<p>information required to process your gifts</p>		<p>you in a reasonable manner, and do not consider that there is any impact on your interests, rights or freedoms.</p> <p>If we have your consent, we will also use your personal data for the following activities:</p> <p>Sending texts and electronic communications;</p> <p>asking you to participate in fundraising appeals and campaigns.</p>	<p>(e.g. direct debit, online donation processing)</p>
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