

Privacy Notice

1. Introduction

The United Kingdom Mathematics Trust (UKMT) wants to make sure that all the personal details we hold about you are safe and secure. This privacy notice tells you how we make sure we do that and what to do in case you have any questions for us or want to see what information we have.

We are what is known as a data controller under registration number Z5042437. This means we have control over how your details are used and who we pass them to.

We have appointed [Hope & May](#) as UKMT's Data Protection Officer (DPO) to make sure that we are being very careful with your information. If you would like to get in contact, please email dpo@ukmt.org.uk.

2. What is personal data?

The term "Personal Data" means any information relating to you that identifies you, or through which you can be identified, directly or indirectly. In particular, by reference to an identifier such as a name, an identification number, location data, or an online identifier or to one or more factors specific to your physical, physiological, genetic, mental, economic, cultural or social identity.

3. How do we use your personal data?

In order to carry out our work and to reach the charity's objectives, we collect personal information about our donors, volunteers, supporters, service providers, For example, we may obtain information about you when you enquire to receive information about our services. This data includes (but is not limited to):

- **Identity Data** includes first name, last name, username or similar identifier, and date of birth.
- **Contact Data** includes email address and telephone numbers, and mailing address.
- **Technical Data** includes internet protocol (IP) address, unique Cookie ID, Device ID, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access the Service.
- **Usage Data** includes information about how you use our site.
- If you have donated with us or make an ongoing donation, we may have records of previous support and donations.
- If you attend our events, we may have records of event bookings, including volunteers, employees, and supporters, we may hold an image of you in a photo or video to use on our website or in other fundraising and marketing materials to promote the charity.
- A photo will be necessary for staff and volunteers to be used for DBS and right to work checks.
- Your bank or credit card details if you make a purchase or if you make a donation to us. Your card information is not held by us, it is collected by our third-party payment processors, who specialise in securing your information and processing of debit/credit card transactions.

- Any other personal information that may be shared with us and information to assist us in providing our services.

4. About the information we collect

Information collected from schools		
What type of information (and our basis for using it)	How we use it	Do we share it?
Name, address, email address, phone number (Legitimate interest*)	To contact you with information about UKMT activities and events	With host organisation - if taking part in some UKMT events With UKMT volunteers organising the event – if taking part in some UKMT events With a third-party service provider where we use their product e.g. MailChimp With professional advisors e.g., auditor
Photos (Consent)	Marketing	Only with specific informed permission on each occasion.

Information collected from volunteers		
What type of information (and our basis for using it)	How we use it	Do we share it?
<p>Name, address, email address, phone number</p> <p>(Legitimate interest*)</p>	<p>To contact you with information about UKMT events</p> <p>In the Yearbook or other annual record of activities</p>	<p>With host organisation - if taking part in some UKMT events</p> <p>With other UKMT volunteers organising the event – if taking part in some UKMT events</p> <p>With other mathematical organisations – if taking part in some UKMT events</p> <p>Names and emails shared with students for certain activities.</p> <p>With a third-party service provider where we use their product e.g. MailChimp</p> <p>With professional advisors in some circumstances e.g., insurer</p> <p>In the Yearbook or other annual record of activities</p>
<p>Date of birth, gender, health information, dietary requirements, clothes size</p> <p>(Legitimate interest*)</p>	<p>For health and safety reasons if attending an event in the UK or overseas.</p> <p>To get the correct size uniform</p>	<p>DoB, gender and dietary requirements - with host organisation if taking part in certain events in the UK or overseas.</p> <p>With other volunteers who are leading the event under certain circumstances.</p> <p>With professional advisors in some circumstances e.g., insurer</p> <p>With medical personnel if necessary</p>
<p>Family members names and contact details</p> <p>(Legitimate interest*)</p>	<p>Emergency contacts for people taking part in events and overseas camps</p>	<p>With UKMT volunteers leading the event</p> <p>In the event of a major emergency - with emergency services.</p>

Nationality, passport details (Legitimate interest*)	For overseas events to make travel arrangements	With UKMT volunteers leading the event With airlines when making travel arrangements Sometimes with overseas mathematical associations organising the event
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Information collected from volunteers		
What type of information (and our basis for using it)	How we use it	Do we share it?
Photos (Consent)	Marketing Identity documents for overseas competitions	Only with specific informed permission on each occasion.
Bank details (Consent)	Bank details used for paying travel and other expenses.	No

Information collected from students		
What type of information (and our basis for using it)	How we use it	Do we share it?
Name, address, email address, phone number School, school year	To contact you with information about UKMT events	With host organisations - if taking part in some UKMT events
		With relevant UKMT volunteers - if taking part in some UKMT events
		With a third-party service provider where we use their product e.g., MailChimp
(Legitimate interest*)		With professional advisors in some circumstances e.g., insurer
Name, School - UK team or camp details, high scorer details	On our website In the Yearbook or other annual record of activities	With appropriate sponsors On the website or via social media
(Consent)	Marketing and press releases	In the Yearbook or other annual record of activities

Date of birth, school year, gender, dietary requirements, health information, clothes size (Legitimate interest*)	For health and safety reasons if attending an event in the UK or overseas. To get the right size uniform	DoB, gender and dietary requirements - with host organisation if taking part in certain events in UK or overseas. With UKMT volunteers who are leading the event With professional advisors in some circumstances e.g., insurer With medical personnel if necessary
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Information collected from students		
What type of information (and our basis for using it)	How we use it	Do we share it?
Family members names and contact details (Legitimate interest*)	Emergency contacts for people taking part in events and overseas camps	With UKMT volunteers leading the event In the event of a major emergency - with emergency services
Nationality, passport details, IP Address (Legitimate interest*)	For overseas events to make travel arrangements	With UKMT volunteers leading the event With airlines when making travel arrangements With overseas mathematical associations organising the event
Photos (Consent)	Marketing Press release Identity documents	Only with specific informed permission on each occasion
Bank details or financial information (Consent)	For paying travel expenses for some events For offering bursaries for some events	No

***Legitimate interest:** where we use your data in a way that you could reasonably expect, and where processing is necessary for the purpose.

5. Where do we get this information?

We may collect data about you by providing the data directly to us (e.g., by filling in forms on our website, sending emails to us, or sending us forms through the post). We may automatically collect certain data from you as you use our website by using cookies and similar technologies.

- a. From schools:
 - i) We collect personal information about you when you enter students or teams of students into a UKMT event or ask to join our mailing list.
- b. From volunteers:
 - i) We collect some personal information about you when you apply to become a UKMT volunteer.
 - ii) We collect more detailed information from you for specific roles within the UKMT.
- c. From students:
 - i) We collect some personal information about you when you take part in a UKMT event.
 - ii) More detailed information may be needed when you are invited to take part in a UKMT camp or event in the UK or overseas.

6. How long do we keep personal information?

We collect personal details from you for different reasons and so we might keep it for different lengths of time. Any paper or email records of bank account details will be kept until the first payment has been successfully made, then destroyed and the details only held on our bank account.

- a. For schools:
 - iii) most of the time we will keep your details whilst you continue to enter UKMT events; or until you ask us to remove you from our mailing list.
- b. For volunteers and employees:
 - iv) Most of the time we will keep your details whilst you continue to volunteer or work with UKMT. Child Protection declarations and DBS information is generally kept for three years.
 - v) If you are taking a break from volunteering and wish us to continue to hold your records, we will do so until asked to remove them.
 - vi) Special categories of personal information will be deleted no more than six months after the event for which it was obtained.
 - vii) Written confirmations of bank details will be destroyed after the first successful expenses payment has been made.
 - viii) Employment records will be kept for 7 years upon termination of the

employment role.

c. For students:

- ix) Most of the time we will keep your details until the end of the year where we can reasonably expect that you will have left school (i.e. the end of the academic year in which you turn 18).
- x) Special categories of personal information will be deleted no more than six months after the event for which it was obtained.

7. Your Rights

You have rights under the data protection legislation and, subject to certain legal exemptions, we must comply when you inform us that you wish to exercise these rights. There is no charge unless your requests are manifestly unfounded or excessive. In such circumstances, we may make a reasonable charge or decline to act on your request. Before we action your request, we may ask you for proof of your identity. Once in receipt of this, we will process the request without undue delay and within one calendar month. In order to exercise your rights please contact the Data Protection Officer at dpo@ukmt.org.uk.

You can contact us if you wish to complain about how we collect, store, and use your Personal Data. It is our goal to provide the best possible remedy with regard to your complaints.

However, if you are not satisfied with our answer, you can also contact the relevant competent supervisory authority. In the UK, the relevant supervisory authority is the ICO, contact details of which can be found below.

Your rights in connection with personal information are set out below:

Right to be Informed

You have the right to be informed as to how we use your data and under what lawful basis we carry out any processing. This Privacy Notice sets this information out however if you would like further information or feel that your rights are not being respected, please get in contact with any of the details listed above.

Right of Erasure

You may ask us to delete some or all your information we hold about you. Sometimes where we have a legal obligation or where we may be exempt to the law, we cannot erase your personal data.

Right to Object

You have the right to object to processing where we are using your personal information such as where it is based on legitimate interests or for direct marketing.

Inaccurate personal information corrected.

Inaccurate or incomplete information we hold about you can be corrected. The accuracy of your information is important to us, and we are working on ways to make this easier for you to review and correct the information that we hold about you. We will also carry out an annual accuracy check. If any of your information is out of

date or if you are unsure of this, please get in touch through any of the contact details listed in this notice.

Right of restriction

You have a right to restrict the processing of some or all your personal information if there is a disagreement about its accuracy, or we are not lawfully allowed to use it.

Right to Access your information

You have a right to request access to a copy of your personal information that we hold about you, along with the information on what personal information we use, why we use it, who we share it with, how long we keep it for and whenever it has been used for automated decision making. You can make a request for access free of charge and proof of identity is required.

Automated decision making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You have the right to question the outcome of automated decisions that may create legal effects or create a similar significant impact on you. We currently do not undertake automated decision making.

Portability

You can ask us to provide you or a third party with some of the personal information that we hold about you in a structured way. Commonly used, electronic form so it can be easily transferred.

Please note that on some occasions we may not be able to uphold all your rights. This may be due to an exemption to the law or where we may have contractual or legal obligations as an organisation under the Data Protection Act 2018 (DPA) and the UK General data Protection Regulation (UK GDPR).

8. Communications

Post

We may use your Consent or our Legitimate Interest to send you fundraising or marketing communications by post. If you prefer not to hear from us this way, please get in contact and let us know by any of the contact details listed in the 'Your Choices' section below.

Phone/Email/Text

If you have provided us with your telephone number or email address, for example, when you contacted us directly and expressed interest in our charity, we may get in contact with you via phone, email or text to provide you with further information about our services. If the nature of your enquiry relates to marketing or fundraising, we will ask for your consent to continue to process your data.

Fundraising and Marketing Communications

We will only send you fundraising and marketing communications by email, text and telephone if you have explicitly provided your consent. You may opt-out of our fundraising and marketing communications at any time by clicking the unsubscribe link at the end of our marketing emails. Alternatively, you can get in touch via

any of the contact details listed in the 'Your Choices' section below. Your contact details may be used to provide you with information about our newsletter or our fundraising opportunities to support us, or other marketing campaigns.

When you give us consent to receive marketing and fundraising communications, we will monitor consent and ensure that you still wish to receive such communications by occasionally reaffirming your consent with us. Our approach is designed to uphold your privacy and information rights, to respect your choices, and to ensure we are not intrusive.

9. International transfer of personal data

We transfer your personal data outside the United Kingdom (UK). In such circumstances we undertake a transfer risk assessment in accordance with UK data protection law. We may also ensure an appropriate UK safeguard is in force which includes the UK addendum in conjunction with the EU SCCs or the UK international data transfer agreement.

10. Your choices

We respect and value your choices. You have a choice whether or not you wish to receive information from us. If you do not want to receive direct marketing or fundraising communications from us about our services, you can opt-out at any time by contacting a member of the team at any of the contact details listed.

We are committed to putting you in control of your data and you are free to change your marketing preferences at any time, including if you do not want to receive further contact in regard to marketing or fundraising purposes. Please contact us and we will be sure to amend your preferences:

Email: dpo@ukmt.org.uk.

Online: <https://ukmt.org.uk/contact>

or Write to us: UK Mathematics Trust, 15/18 Pure Offices 4100 Park Approach Leeds, LS15 8GB

11. How you can get in touch

Our office email address is enquiry@ukmt.org.uk. Our contact details are UK Mathematics Trust, 15/18 Pure Offices 4100 Park Approach Leeds, LS15 8GB

It is important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at dpo@ukmt.org.uk.

If you are unhappy with the way in which your personal information has been or is being processed, you have the right to make a complaint about it to the Information Commissioner's Office (ICO). They can be contacted at:

To Write: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

SK9 5AF

Go online: www.ico.co.uk/make-a-complaint

Phone Number: 0303 123 1113