



# Conference for Undergraduate Women and Non-binary Physicists 2023 (CUWiP UK 2023)

In order to process your application and registration for CUWiP UK 2023 we collect some personal information, including information on your experience and on characteristics protected by law. This statement details the basis for collecting this information, and what we do with it.

The processing of your data is necessary for the purposes of the legitimate interests of the University of Liverpool. This privacy statement outlines what this means in practice and explains how the University of Liverpool collects, stores, manages and protects your data.

### Who will own my data once I submit it?

The University of Liverpool

### Why do you need my information?

We need names and email addresses to be able to communicate with you about the conference CUWiP 2023. We need information on home institution, degree title, year of study and demographic information to allocate places at the conference and inform the programme.

In addition, your information will be anonymised and used to compile statistical data on the demographics of applicants and eventual participants at CUWiP UK 2023. This statistical data will be provided to the National CUWiP UK Steering Committee and may also be published. This will be used to inform planning of future conferences and gain further sponsorship.

### What allows you to use my information?

By completing the application form or registration form for CUWiP UK 2023, you consent to us using this information.

You also have the right to rectification of the data we hold about you, to do so please [contact us](#).

You also have the right to erasure of the data we hold about you, to do so please [contact us](#).

### Who will my information be shared with?

Your full data will be shared with CUWiP 2023 Organising Team which includes staff at Liverpool John Moores University as listed on the [conference website](#).

Names, email addresses, home institution of all applicants, as well as information on whether you were offered a place, will be shared with The University of Limerick, Ireland inform allocation of places at future CUWiP UK 2024 at The University of Limerick, Ireland.

In addition, your information will be anonymised and be used to compile statistical data on the demographics of applicants and eventual participants at CUWiP UK 2023. This statistical data will be provided to the National CUWiP UK Steering Committee and may also be published.

We will never publish information that could identify an individual, and we will never share information outside of the CUWiP UK 2023 committee except as outlined above.

### Do I have to provide this information and what will happen if I don't?

Yes. Without the information we will be unable to contact you about the conference nor make informed decisions about allocating you a place at the conference.



## Data Privacy Notice

### How long will you keep this data for and why?

With the exception of your name, email address and home institution all individual responses will be deleted within one year of collection. Contact details will be stored and shared with the next CUWiP conference host, University of Limerick, Ireland.

### How will my information be stored?

The information will be stored on the University of Liverpool's Managed Windows System and SharePoint.

### Will this information be used to take automated decisions about me?

The information provided will be used to allocate places and inform the programme at the CUWiP UK 2023. This will be done by the CUWiP UK 2023 Organising Team. They will use the applicant statement in conjunction with details of home institution, degree title, year of study and demographic information.

### Will my data be transferred abroad and why?

Names, email addresses, home institution of all applicants, as well as information on whether you were offered a place, will be shared with The University of Limerick, Ireland inform allocation of places at future CUWiP UK 2024 at The University of Limerick, Ireland.

. This information will be shared by password protected email.

### What rights do I have when it comes to my data?

Under the UK General Data Protection Regulation, you may have the following rights with regards to your personal data:

- The Right to subject access – you have the right to see a copy of the personal data that the University holds about you and find out what it is used for.
- The Right to rectification – you have the right to ask the University to correct or remove any inaccurate data that we hold about you.
- The Right to erasure (right to be forgotten) you have the right to ask the University to remove data that we hold about you.
- The Right to restriction – you have the right to ask for your information to be restricted (locked down) on University systems.
- The Right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request.
- The Right to object – you have the right to ask the University to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.
- The Right to prevent automated decision making – you have the right to ask the University to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

Please note that not all rights apply in all situations. To find out more about [your rights under the UK GDPR](#), please visit the Information Commissioner's website.

To request a copy of your data or ask questions about how it is used, contact:

Dan Howarth, Data Protection Officer

- Email: [legal@liverpool.ac.uk](mailto:legal@liverpool.ac.uk)
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

### Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the University's Data Protection Team by writing to:-



## Data Privacy Notice

Dan Howarth, Data Protection Officer

- By email: [legal@liverpool.ac.uk](mailto:legal@liverpool.ac.uk)
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

You also have the right to complain to the Information Commissioner's Office using the following details:

- The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45
- Website: [www.ico.org.uk](http://www.ico.org.uk)