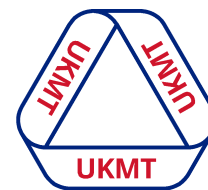


Privacy notice



United Kingdom
Mathematics Trust

1. Introduction

The United Kingdom Mathematics Trust (UKMT) want to make sure that all the personal details we hold about you are safe and secure. This privacy notices 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. This means we have control over how your details are used and who we pass them to.

We have appointed an individual called a Data Protection Officer (DPO) to make sure that we are being very careful with your information. Our DPO is the UKMT Secretary and can be contacted on secretary@ukmt.org.uk.

You can find our Data Protection Policy and our Policy on the Keeping and Disclosure of Personal and Statistical Information on our website at www.ukmt.org.uk/about-us/policies/.

2. What are your rights?

You can ask us:

- a. To tell you how your details are being used;
- b. To provide you with a copy of all details we hold on you;
- c. To correct the details we hold if they are not correct or are out of date;
- d. To delete all the details we hold on you (unless we have a legal obligation to keep them);
- e. To stop using your details in a certain way;
- f. To send your details to you or another organisation if you wish.

3. 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 providers where we use their product e.g. MailChimp With professional advisors e.g. auditor

(Legitimate interest*)		Sometimes with overseas mathematical associations organising the event
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 (Legitimate interest*)	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 providers where we use their product e.g. MailChimp With professional advisors in some circumstances e.g. insurer
Name, School – UK team or camp details, high scorer details (Consent)	On our website In the Yearbook or other annual record of activities Marketing and press releases	With appropriate sponsors On the website or via social media 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
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 (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.

4. Where do we get this information?

We may collect data about you by you 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.

5. 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:
 - i) 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:

- i) Most of the time we will keep your details whilst you continue to volunteer with UKMT. Child Protection declarations and DBS information is generally kept for three years.
 - ii) 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.
 - iii) Special categories of personal information will be deleted no more than six months after the event for which it was obtained.
 - iv) Written confirmations of bank details will be destroyed after the first successful expenses payment has been made.
- c. For students:
- i) 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).
 - ii) Special categories of personal information will be deleted no more than six months after the event for which it was obtained.

6. Sharing your information overseas

Sometimes we send information outside of the UK. We only share essential information with any overseas organisation for those volunteers and students who are part of a UK team attending an event.

All data controllers like us in the European Union are subject to the same laws that make sure that your personal details are safe. Where this happens, we will do everything we can to make sure that your details are only used in the way we say they will be and are kept secure.

Some of our third parties service providers are based outside the EEA so their processing of your personal data will involve a transfer of data outside the EEA. Whenever we transfer your personal data out of the EEA, we do our best to ensure a similar degree of security of data by ensuring at least one of the following safeguards is in place:

We will only transfer your personal data to countries that the European Commission have approved as providing an adequate level of protection for personal data by; or

Where we use certain service providers, we may use specific contracts or codes of conduct or certification mechanisms approved by the European Commission which give personal data the same protection it has in Europe; or

If we use US-based providers that are part of EU/US Privacy Shield, we may transfer data to them, as they have equivalent safeguards in place.

If none of the above safeguards is available, we may request your explicit consent to the specific transfer. You will have the right to withdraw this consent at any time.

7. How you can get in touch

Our office email address is enquiry@ukmt.org.uk. Our contact details are United Kingdom Mathematics Trust, School of Mathematics, University of Leeds, Leeds LS2 9JT.

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 datainfo@ukmt.org.uk.