

# James Clerk Maxwell Foundation

## Privacy Notice

### *1. Who we are*

The James Clerk Maxwell Foundation (JCMF) was established in 1977 and is governed and administered according to the Law of Scotland. It is recognized as a Scottish Charity by HM Revenue and Customs (Registered Charity SCO15003).

The Foundation has essentially two functions, one charitable and the other commemorative. Its general purposes are outlined in the first two items of the "Objects of the Charity" in its Deed of Declaration of Trust (updated 2021):

- to promote, encourage and advance the study of, the research into and the dissemination of knowledge relating to Science, Technology, Engineering and Mathematics (STEM) in all their aspects;
- to commemorate, with no view to profit, the said James Clerk Maxwell:
  - by publishing or contributing towards or promoting the publication of Maxwell-related scientific or educational books, films, papers, essays, monographs and/or lectures;
  - by supporting STEM related activities and the work of any other person or persons who may, in the opinion of the trustees, have contributed significantly to the advancement of STEM.

You can find more information about the James Clerk Maxwell Foundation (JCMF) on our [website](#).

The JCMF is committed to managing and protecting the personal data it holds in line with data protection requirements applicable in the UK.

### *2. Our contact details*

The Board of Trustees of the James Clerk Maxwell Foundation ('the Board') is the Data Controller of personal data collected within the scope of this privacy notice. Our location and contact details are:

The James Clerk Maxwell Foundation  
14 India Street  
Edinburgh  
EH3 6EZ  
Email: [jcmf@clerkmaxwellfoundation.org](mailto:jcmf@clerkmaxwellfoundation.org)

Our Data Protection Officer (DPO) is the first point of contact for people whose information is processed. Contact details for our DPO are:

Data Protection Officer  
14 India Street  
Edinburgh  
EH3 6EZ  
Email: [jcmf@clerkmaxwellfoundation.org](mailto:jcmf@clerkmaxwellfoundation.org)

### *3. The personal data we collect*

The Board holds personal data provided by:

- Its Trustees, Fellows, Ambassadors and Friends
- Those wishing to be kept informed of the JCMF's news and events
- Contacts
- Those who are sent publications by the JCMF
- Suppliers of goods and services to the JCMF
- Organisations who have contacted the JCMF

The personal data held by the JCMF usually consists of the following:

- Name of third parties
- Email address of third parties

Additionally, we may also hold the following personal data if provided to the Board:

- Job title
- Name of Organisation (where applicable)
- Postal address
- Telephone number

### *4. How we get the personal information and the reason we have it*

The personal data we process is provided to us directly by you for one of the following reasons:

- To inform you about JCMF activities
- As a Contact
- To receive Newsletters and other Publications
- To be contacted as a supplier of services
- To be contacted as a visitor, user or tenant of our premises

The personal data held by the JCMF will only be used to:

- Fulfil the purposes of the Board, for communications in connection with those purposes
- Administer and improve the quality of the services that the Board provides to Contacts and to Contacts' organisations
- Manage the distribution of the Newsletter

Most of our contact list data is held securely for us by MemberMojo, who manage contact lists on our behalf. A link to the privacy notice for MemberMojo company is available [here](#)

Third parties can email us at [jcmf@clerkmaxwellfoundation.org](mailto:jcmf@clerkmaxwellfoundation.org) if they no longer wish to be contacted by the JCMF either individually or on behalf of their organisation(s), or where applicable, they can use the "unsubscribe" facility on our on-line e-mail list membership system to do this themselves at any time.

The personal data held by the JCMF may be shared with other organisations when there is a joint activity (such as joint meetings or publications) and there is an agreement in place to enable such individual sharing.

Limited personal data may be included in publications and web pages such as lists of Trustees, Fellows and Ambassadors although Contacts can ask to be omitted from such publications.

The Board may share information with other organisations and businesses who provide services to the JCMF such as printers and distributors, web-site providers and those supplying administrative support (such as MemberMojo). The Board will ensure that there is a written Agreement in place with all its service providers to ensure that they understand their obligations and responsibilities in respect of the Contacts' personal data.

We will not routinely pass Contact information to any other organisation except for the purposes of the Board as above or if required to do so by law.

#### *5. The lawful bases we rely on for processing this information are:*

- Your consent. You can remove your consent at any time. In most cases this can be done online via the MemberMojo service. Otherwise you can contact our Data Protection Officer at the address provided
- A contract is in place
- We are required by law

#### *6. How we store your personal information:*

Most of your personal data is held securely for us by the MemberMojo service, with a small amount held manually in secure storage on our premises or electronically in the Foundations' secure server. The databases are password protected and made accessible to staff and Trustees on a "need to know basis" - only as required for a specific purpose. We ensure that any third parties we use for processing your personal data do the same and that this is set out in our agreement or contract with them.

We will only engage with online companies, suppliers and partners who can demonstrate they comply with data protection requirements in the UK and with online Privacy Shield Network requirements.

#### *7. The period of time your personal data will be retained by the JCMF:*

The Board will retain Contact's personal data for as long as it is still needed for the purpose(s) for which it was collected. In particular:

- Data about members of the general public who receive Newsletters and/or general news will be held until they ask for it to be removed, with a reminder of how to opt out on every message and with a link to allow them to review and update their own data. An annual reminder will also be sent.
- Trustee, Fellow, Friend & Ambassador data will be held until the individual is no longer associated with the Foundation in one of these roles. An annual reminder will be sent to remind them that we store information about them on a database, with a link to allow them to review and update their own data.

- Data about suppliers of services to us and about those who use our premises will be kept while the activity is on-going and deleted when finished and not needed for our financial, legal or other reporting purposes.

## *8. Your data protection rights*

In line with data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [jcmf@clerkmaxwellfoundation.org](mailto:jcmf@clerkmaxwellfoundation.org) if you wish to make a request.

## *9. How to complain*

If you have any concerns about our use of your personal information, you can make a complaint to us at :

The Trustees of the James Clerk Maxwell Foundation  
14 India Street  
Edinburgh  
EH3 6EZ

Email: [jcmf@clerkmaxwellfoundation.org](mailto:jcmf@clerkmaxwellfoundation.org)

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data. The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Date: 19/04/2023