

# James Clerk Maxwell Foundation

## Privacy Policy

### *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 at [About the James Clerk Maxwell Foundation](#).

The JCMF is committed to protecting the personal information of all its contacts and being clear about what information we collect from you and third parties and how we use it in accordance with all applicable laws concerning the protection of personal information.

### *Our contact details*

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

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 as follows:

The Secretary of the Trustees  
14 India Street  
Edinburgh  
EH3 6EZ

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

### *The type of personal information 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 meeting and events and those to whom the publications of the JCMF are distributed (the 'Contacts'). The Board holds information of contacts for similar organizations, suppliers of services where these are individuals.

The Information held, in all cases, is

- Title
- Name
- Email address

Additionally, we may also hold the following information if provided to the Board

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

### *How we get the personal information and why we have it*

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

- To be informed of JCMF activities
- To be sent copies of the Newsletter and other Publications
- To be contacted as a supplier of services

The personal information held will be used to fulfil the purposes of the Board, for communications in connection with those purposes and to administer and improve the quality of the services that the Board provides to Contacts and to Contacts' organisations.

Contacts can email us at [jcmf@clerkmaxwellfoundation.org](mailto:jcmf@clerkmaxwellfoundation.org) if they no longer wish to be contacted individually or on behalf of their organisation(s).

- The personal information may be shared with other organisations where there is a joint activity (such as joint meetings or publications).
- The personal data may be included in publications such as directories of Trustees, Fellows and Ambassadors although Contacts may 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. 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 information.

- 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.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting our Data Protection Officer at the address given above.
- We have a legitimate interest.

### *How we store your personal information*

Your information is stored either in secure storage at our Address, 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. We will ensure that any third parties we use for processing your personal information do the same.

We will only engage with online companies, suppliers and partners signing up to GDPR and the online Privacy Shield Network.

The Board will retain a copy of the Contact's personal information for as long as it is still needed for the purpose(s) for which it was collected.

The Board may retain such information for such period after the relationship has ceased as it considers necessary.

### *Your data protection rights*

Under 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 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.

### *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>