

Privacy statement

Public Mailing List

Information about you: how we use it and with whom we share it

The information you provide will be used by the ICMS to enable the organisation of public engagement events in the mathematical sciences. We use our mailing list to advertise ICMS public events and other maths outreach activities across Scotland.

ICMS uses an external company (MailChimp) to maintain the mailing list and send out public event newsletters. This mailing list holds your name, email address and details of events that you have attended.

ICMS uses an external company (Eventbrite) to undertake the ticketing for our public events. To book a ticket your name and email details are required.

We are using the information we hold about you because you have subscribed to our mailing list and you wish to hear about the public events organised by ICMS.

Sharing information

The information about you will be shared with:

- **Eventbrite** – this will be information you provide to book a ticket.
- **MailChimp** – this will be information you provide when you sign up to our mailing list.

We will hold the personal data you provided us for two years. Every two years we will contact you to ask you to re-subscribe. If you choose not to resubscribe your data will be deleted. Please note that you can unsubscribe from our mailing list at any time.

ICMS Activity - Participants

This statement covers the management of information about you if you attend any ICMS event, including workshops, Research in Groups programmes, and if you submit a proposal to ICMS for funding.

Information about you: how we use it and with whom we share it

The information you provide when you register for an ICMS event is used as follows:

- It will be used by ICMS to enable the organisation of events and provide you with the necessary information. We maintain full registration information for five years.

- ICMS is asked by its funders (EPSRC) to provide statistics on our workshop diversity (career stage, gender, no of international visitors etc) and we use the registration information to provide those statistics. All information is anonymised.
- We send ICMS event participants follow up questionnaires to obtain information about outcomes/impact, new research etc that has occurred as a result of the activity ICMS has funded. Obtaining examples of this is vital to securing future funding for ICMS activity.
- We extract the name/email/institution and workshop attended information to feed into an ICMS participant newsletter, which we issue periodically providing details of forthcoming workshops, details of new initiatives and funding opportunities.
- Proposals: all proposals and correspondence related to proposals (successful and unsuccessful)for funding are kept for five years.

ICMS uses an external company (MailChimp) to maintain the mailing list for newsletters. The mailing list contains name, email, institution and ICMS event attended. ICMS uses an external company (Smart Survey) to collect the information for the follow up questionnaires and for reviewing workshop proposals.

ICMS typically uses its own database to capture workshop registration information. However, it will be periodically be necessary to use a third party to capture this info. When this occurs, delegates will be advised in advance.

We are using information about you because you have attended/ or are about to attend an ICMS workshop. We wish to capture anonymised statistics about our events. We wish to send our previous participants follow on questionnaires to capture impact from our events (vital to securing future funding). We wish to provide previous delegates of forthcoming events which may be of interest, funding opportunities and latest initiatives at ICMS

Sharing information

Information about you will be shared with...

- **MailChimp** – this will include your name, email, institution and ICMS event attended
- **Smart Survey** – this will be information you provide (optional) when you complete follow up questionnaires or have reviewed a workshop proposal.
- **Heriot-Watt** University – for reimbursement of travel expenses (where appropriate)

We will hold the full registration details for you for 5 years. After that we will maintain, name, institution as a formal record of the ICMS event. After five years we will keep an historical record of the event: the proposal; list of attendees; programme and any report on the event.

The mailing list (for questionnaires and newsletters) has an unsubscribe function. If you choose to unsubscribe your details will be deleted.

Contact information for questions:

If you have any questions, please contact Dawn Wasley, Knowledge Transfer Officer,
(dawn.wasley@icms.org.uk)

