

## **Fair Processing Notice for Parents of Students (Arctic Alive Project)**

At the Canada-UK Foundation, we respect your child's personal data. This Fair Processing Notice explains how we will use the personal data of your child.

### Our contact details

Canada House, Trafalgar Square, London, SW1Y 5BJ

Email: [admin@canadaukfoundation.org](mailto:admin@canadaukfoundation.org)

### What personal data do we collect? How will we use that personal data? What is our legal basis for processing the personal data? How long do we hold the personal data?

When your child is involved in the Arctic Alive Project, we will process their name and photo. We would like to use their name and photo for the publicity (website and social media) for Arctic Alive but will only do so with your consent, which you have the right to withdraw at any time. If you withdraw your consent, we will stop using your child's name and photo.

We will hold their name and photo in our system and use them until you tell us that you have withdrawn your consent.

### Do we use any automated decision making?

We do not use any automated decision making.

### Who do we share your personal data with?

We share your personal data with the following recipients:

- our software providers
- cloud service providers

### Do we transfer your personal data outside of the EU or EEA?

We do not transfer your personal data outside of the EU.

### Your rights

You have rights in respect of our processing of your personal data which are:

- ) To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- ) To rectify incorrect personal data that we are processing.
- ) To request that we erase your personal data if:
  - o we no longer need it;
  - o if we are processing your personal data by consent and you withdraw that consent;
  - o if we no longer have a legitimate ground to process your personal data; or
  - o we are processing your personal data unlawfully
- ) To object to our processing if it is by legitimate interest.
- ) To restrict our processing if it was by legitimate interest.
- ) To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us. If you have any questions or concerns, please contact us as most matters can be resolved informally in the first instance.

You also have the right to lodge a complaint about our processing the UK's [Information Commissioner's Office](#).