

# UVAC Knowledge Networks - Privacy Notice

**Services covered by this notice:** UVAC Knowledge Network Meetings - in person or online.

**Purpose of the Processing:** The personal data you provide will be used by the UVAC team and the other members of the UVAC Knowledge Networks to contact you and to send you information related to your membership of a UVAC Knowledge Network.

Some online UVAC Knowledge Network Meetings may be recorded to ensure that members of the Knowledge Network who were not able to attend can access the discussions and that those that did attend can return to them as required.

Some online UVAC Knowledge Network Meetings may result in an auto-generated or summary written transcript of discussions to ensure that members of the Knowledge Network who were not able to attend can access details of the discussions and that those that did attend can return to them as required.

**Legal Basis for Processing Personal Data:** Legitimate interests

**Categories of Personal Data being Processed:**

- Name
- Email address
- Job title
- Institutional affiliation

**Special Categories of Personal Data being Processed:** Not applicable

**Legal Basis for Processing Special Categories of Personal Data:** Not applicable

**Who the data might be shared with:**

- UVAC staff and associates.
- Other members of the UVAC Knowledge Networks may have access to your name, email address, job title and institutional affiliation in meetings and communications.
- Contributions to network meetings may be recorded/published within the networks as detailed in the Purpose of Processing section.
  - Where meetings use audio or visual recordings, we will ask for your active consent to be recorded at the point of joining an online meeting. Any audio or visual recordings from meetings will be held and deleted in accordance with the UVAC Privacy Policy. See <https://uvac.ac.uk/privacy-notice/>. Any recordings will be held in a password protected area, only be accessible to UVAC members.
  - You may ask for the removal of any information relating to you from notes or transcripts that are shared with other UVAC members.

**How Long Will your Data be Kept For:** Your name, contact details, job title and institutional affiliation will be kept for as long as you are a part of a UVAC Knowledge Network.

**Last updated:** 1 March 2025

**Next review due:** One year after the date of publication