

PLANT PANGENOME NETWORK PRIVACY NOTICE

1. SUMMARY

- 1.1 The Earlham Institute Group, including any fully owned subsidiaries ('EI' We or Us) is committed to protecting your data and respecting your privacy. This privacy notice explains how EI collects, stores and uses personal information support the visibility and operation of the International Plant Pangenome Network.
- 1.2 This includes the administration of network membership, communication with members (including meetings and updates), operation of a member collaboration space (e.g. Microsoft Teams), the publication of a voluntary member directory, and the management of enquiries via a dedicated contact email address, in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
- 1.3 For the purpose of the Data Protection Act 2018 (the Act), the data controller is EI, based at Norwich Research Park, Colney, Norwich, NR4 7UZ.

2. WHAT INFORMATION DO WE HOLD ABOUT YOU?

- 2.1 We will collect, store and process the following personal information about you:
- Name
 - Professional title/role
 - Institutional affiliation (e.g. university or organisation)
 - Professional profile link (e.g. LinkedIn or institutional webpage), where provided
 - Email address (for network communications and meeting invitations, where you are a member)
 - The content of any enquiry submitted via the contact email address
 - Records of network membership (e.g. inclusion in mailing lists and collaboration platforms such as Microsoft Teams)

3. HOW WE USE YOUR INFORMATION?

- 3.1 We collect, store and process personal data for the following purposes:
- To administer and manage membership of the International Plant Pangenome Network

- To communicate with members, including sending meeting invitations, reminders, updates, and other network-related information
- To facilitate collaboration between members, including through a restricted-access Microsoft Teams space
- To publish a voluntary member directory on the network website (where you have consented)
- To receive, manage, and respond to enquiries submitted via the network contact email address

4. WHAT IS OUR LAWFUL BASIS FOR PROCESSING YOUR INFORMATION?

- 4.1 Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the [Information Commissioner’s Office website](#). We process your personal data under the following legal bases:

Legitimate interests (Article 6(1)(f) UK GDPR) - We process personal data where it is necessary for the administration and operation of the network, including maintaining membership records, sending communications (e.g. meeting invitations and updates), and facilitating collaboration between members. We consider this use to be proportionate, low risk, and within the reasonable expectations of individuals who choose to participate in the network.

5. **CONSENT (ARTICLE 6(1)(A) UK GDPR) - WE RELY ON YOUR CONSENT WHERE YOU CHOOSE TO HAVE YOUR PERSONAL DATA PUBLISHED IN THE PUBLICLY ACCESSIBLE MEMBER DIRECTORY ON THE NETWORK WEBSITE. YOU MAY WITHDRAW THIS CONSENT AT ANY TIME. YOUR RIGHTS**

- 5.1 Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- (a) **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right on the Information Commissioner’s Office \(ICO\) website.](#)

- (b) **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right on the ICO website.](#)
 - (c) **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right on the ICO website.](#)
 - (d) **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right on the ICO website.](#)
 - (e) **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right on the ICO website.](#)
 - (f) **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. [You can read more about this right on the ICO website.](#)
 - (g) **Your right to withdraw consent** – If we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right on the ICO website.](#)
- 5.2 Please note that some rights may not apply in all situations. If we cannot comply with your request, we will explain why and inform you of your right to complain to the Information Commissioner’s Office if you are not satisfied with our response.
- 5.3 For more information about your rights, visit the ICO’s website: <https://ico.org.uk/for-the-public>
- 5.4 If you make a request, we must respond to you without undue delay and in any event within one month.
- 5.5 To make a data protection rights request, please contact us using the contact details at the bottom of this privacy notice.
6. **HOW DO WE STORE AND SHARE YOUR INFORMATION?**
- 6.1 We store your personal data within EI’s secure systems, including email systems, collaboration platforms (such as Microsoft Teams), and website hosting infrastructure. We do not share your personal data with external third parties. Within the network:
- Limited personal data (name and institutional affiliation) may be visible to other members via the restricted-access Teams space or internal membership lists

- Email addresses are not shared between members unless you choose to share them directly

Information you choose to include in the public member directory will be visible on the website.

If you no longer wish to be part of the network or receive communications, you can opt out at any time by contacting us using the details below or by replying to any network communication.

7. SECURITY OF YOUR INFORMATION

- 7.1 We are committed to keeping your personal information safe and secure. As indicated above, your personal information is created, stored and transmitted securely in a variety of papers and electronic formats. Access to your personal information is limited to staff who have a legitimate interest in it for the purposes of carrying out their contractual duties.
- 7.2 Please note that, although We will do our best to protect your personal data, We cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once We have received your information, We will use strict procedures and security features to try to prevent unauthorised access

8. RETAINING AND DISPOSING OF YOUR INFORMATION

- 8.1 We will retain your personal information only for as long as necessary for the purposes for which it was collected.
- 8.2 Member directory information will be retained for as long as you wish to be included on the International Plant Pangenome Network website. You may request removal of your information at any time by emailing ippgn@earlham.ac.uk. The directory will be reviewed annually to ensure that information remains accurate and up to date, and you will be asked to confirm whether you wish to continue to be included. If we do not receive confirmation, your details will be removed from the website and securely deleted.
- 8.3 Membership and communication data (e.g. mailing lists and Teams access) will be retained for as long as you remain a member of the network. If you choose to leave the network or request removal, your details will be removed from mailing lists and collaboration platforms and securely deleted.
- 8.4 Contact enquiry information will be retained only for as long as necessary to respond to and manage your enquiry, after which it will be deleted in line with our routine email management practices.

- 8.5 When personal data is no longer required, it will be securely deleted from our systems in accordance with Earlham Institute's data retention and information security policies.

9. WHO CAN I CONTACT?

- 9.1 If you have any questions about how your personal information is used, or wish to exercise any of your rights, you can contact Earlham Institute's Data Protection Advisor: dpa@earlham.ac.uk.

10. COMPLIANCE WITH DATA PROTECTION LEGISLATION

- 10.1 For the Earlham Institute, the person with responsibility for advising on compliance with data protection legislation is Sarah Cossey, contact: dpa@earlham.ac.uk.

This notice will be reviewed on a regular basis and may be amended and updated at any time. We may also notify you in other ways from time to time about the processing of your personal information.