

## IMPULS - Privacy Notice

Last Updated: 14 April 2021

### Who are we?

The IMPULS Partners:

- Kent County Council, United Kingdom – Lead Partner
- South East Health Technologies Alliance, United Kingdom
- Eurasanté, France
- Biotech Santé Bretagne, France

The IMPULS partners collect, use and are responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as ‘controller’ of that personal information for the purposes of those laws. Furthermore, all IMPULS partners ensure to respect national laws and regulations relevant for the below described project activities. In case of any questions about your data, you can always contact the [IMPULS lead partner](#) (Kent County Council).

The IMPULS partners are working together to provide a range of information and services which aim to help small & medium-sized enterprises (SMEs) to access opportunities in European and international markets. In order to carry out this work, we need to communicate with businesses and other organisations about events and activities that we deliver.

### The personal information we collect and use

#### Information collected by us

In the course, of our activities designed to help businesses in IMPULS regions across the Interreg France (Channel) England programme Area with international development (communicating about and delivering IMPULS programmes, events and activities which aim to help companies to develop internationally) IMPULS partners collect the following personal information when you provide it to us:

- Names, job roles, contact details (email, phone and postal address) of representatives of businesses in IMPULS regions.
- In addition to the above, if you attend a foreign business event with us, we may also request the following which we would store for use during future events abroad unless you ask us to delete it on completion of the trip:

- *Emergency contact details, a mobile phone number*
- *'Advance Passenger Information' (API) required for travelling abroad such as passport numbers and expiry date, nationality, car registration numbers and date of birth where applicable*
- We may also need to request special category sensitive information as follows to ensure your wellbeing during the trip:
- *Special dietary requirements*
- *Details of any health issues that could affect you during a visit*

We also obtain personal information from other sources as follows:

- IMPULS partner websites and social media networks (LinkedIn, Twitter etc.) where we believe the support offered by the IMPULS Project is of specific interest to the business.

## **How we use your personal information**

We use your personal information to:

- Contact you about events and business support activities which may be of interest
- Enable you to benefit from business support programmes and project activities (such as trade show visits, networking events or workshops)
- Keep records about companies which have participated in business support programmes to satisfy the requirements of external funding bodies
- Any special category sensitive information that we collect about you is used to ensure your wellbeing during events. We may need to share this information electronically with selected partner organisations or external suppliers (such as caterers or airlines) within the European Union to make sure that any special requirements you have are taken into account.

## **How long your personal data will be kept**

We will hold your personal information:

- Until the end of 2025, as IMPULS is funded by the Interreg France (Channel) England programme, this is the required retention period for documentation evidencing the implementation of these business support projects.
- Or until such time as our services cease to operate or until you notify us that you wish us to delete your personal data.

## **Reasons we can collect and use your personal information**

We rely on you providing consent as the lawful basis on which we collect and use your personal data. You may withdraw your consent at any time. If you do withdraw your consent no further personal information will be collected and the existing personal information shall only be retained in accordance with your regional IMPULS partner's data protection policy. If you do withdraw your consent you will no longer be able to be kept informed about business support programmes and activities which may benefit your company.

We rely on you providing explicit consent as the lawful basis on which we collect and use your special category personal data. You may from time to time provide us with information about your physical health, for example you may wish us to know about a health issue or disability you may have for the purpose of allowing us, our managers or our partner organisations to make adjustments to ensure your wellbeing during an IMPULS event. If you provide us with this information we will only process it (including sharing the information with our partners) to the extent that it is necessary for that purpose.

## **Who we share your personal information with**

We may share your data with other business support providers involved in a particular business support programme, activity or event in which you participate with your consent. This would include the following types of data:

- Name, contact details and role within your company

For details of our business support partners please contact [the IMPULS lead partner](#) (Kent County Council). This data sharing enables us to identify international contacts for your business through our networks and partnerships.

We will share personal information with law enforcement or other authorities if required by applicable law.

## **Your Rights**

Under the GDPR you have a number of rights which you can access free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you
- Ask us to correct any mistakes in the information we hold about you

- Object to direct marketing
- Make a complaint via [the IMPULS lead partner](#) (Kent County Council).

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, see the European Commission's information website or the Information Commissioner's Office (ICO) (UK) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact [the IMPULS lead partner](#) (Kent County Council). who will process your request.

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## Who to Contact

Please contact the [IMPULS lead partner](#) (Kent County Council). to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The European Commission lists all [national Data Protection Authorities](#)