



Council for British Research
in the Levant

Privacy Notice

June 2022

PRIVACY NOTICE

Council for British Research in the Levant (“**CBRL**”, “**we**”, “**our**”, “**us**”) is committed to keeping your personal information safe and meeting our responsibilities under privacy law. Given that this is information that can be used to identify you, we want you to be confident that we are using it responsibly.

This Privacy Notice gives you detailed information on why and when we collect your personal information when you use our websites (including www.cbri.ac.uk) and other services, how we use your personal information, how we keep it secure, and how you can let us know if you would like us to change how we manage it.

1. Who we are	1
2. What personal information we may hold about you	1
3. Where we obtain your personal information	2
4. How we use your personal information	2
5. Our lawful bases	3
6. Retaining your personal information	3
7. How we share your personal information	4
8. International data transfers	4
9. How we keep your personal information safe	4
10. Your rights	4
11. Other websites	5
12. Cookies	5
13. Updates	6
14. Contact us	6

1. Who we are

CBRL is a Charitable Company registered in England and Wales with Charity Number 1072015 and Company Number 03566646. We are a learned society working to advance public education on the Levant through promoting and disseminating research in the humanities, social sciences and related subjects.

If you have questions regarding your personal information or its use, please contact us using the details set out in the ‘Contact us’ section below.

2. What personal information we may hold about you

Personal information is any information that relates to an individual. It does not include information where the identity of the individual has been fully and effectively removed (anonymous data).

We collect the following personal information about you:

- [Identification information, such as your name;
- Contact information, such as your email address, telephone number and home address;
- Professional information, such as your professional position, institution and areas of academic interest;
- Employment information that you provide when you apply for a role with us, such as details about your employment history, education and other professional experience;
- Financial information, such as payment card details, billing address, direct debit forms and gift aid forms.]

If you contact us, for example to provide your feedback, we may keep a record of that feedback and correspondence, as well as your name and contact details.

When you access our websites, we also collect information about your computer, including, where available, your IP address, operating system, and browser type. We do this for system administration purposes, including to analyse trends and gather broad demographic information for aggregate use so that we can improve the site, and deliver customized, personalized content.

3. Where we obtain your personal information

We collect and retain personal information about you that you have given us in different ways, for example where you:

- Create an account with us;
- Make a donation to CBRL;
- Use our website;
- Sign up to and/or attend an event;
- Speak at one of our events;
- Subscribe to our mailing lists;
- Apply for a grant or prize;
- Engage with us via social media platforms;
- Apply for a role with CBRL;
- Contact us via email, phone, in person or by post.

We may collect personal information about you from third parties, including:

- where you have told a third party you are happy to share your data;
- from publicly available and privately subscribed sources as part of our fundraising process. This may include obtaining information from individuals working on our behalf such as our Board and from organisations that represent business development opportunities for potential partners; or
- if you apply for a role with us, (i) third party background check organisations about your professional experience and qualifications and (ii) references about your previous role from former employers.

4. How we use your personal information

We may use your personal information for the following purposes:

- Contact you with important information relating to an event that you've booked;

- Enable you to make use of our services;
- Facilitate any transactions you wish to make with us, including to process donations;
- Send you our newsletter or other updates and information about CBRL and our events, or other services that we think might be of interest to you;
- Manage your applications for a grant or prize with us;
- Enable you to speak at one of our events;
- Learn from your experience and feedback to respond to your complaints and/or develop our work.

We will use information that you provide to us in connection with an application for a role with us:

- to process your application;
- to conduct background checks;
- to make a decision about your recruitment or appointment;
- to monitor and assess our own recruitment process;
- to comply with applicable employment law requirements.

We will not sell, distribute or disclose your information to third parties.

5. Our lawful bases

We will only use personal information when the law allows us to (i.e., where we have a 'lawful basis'). Most commonly, we will use your personal information in the following circumstances:

- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example, we have a legitimate interest in providing our services to you and furthering our aims;
- Where it is necessary for the performance of a contract with you;
- Where it is necessary to comply with a legal obligation on us (for example, reporting to HM Revenue and Customs, Companies House or the Charity Commission).

In some circumstances, we may ask for your consent to use your personal information for a specific purpose. In particular, we may obtain your consent before we send you any email marketing, newsletters or other communications about topics and events which we think might interest you.

You may unsubscribe from our email communications by following the instructions in any email that we send you, or you can withdraw your consent and request us to remove your personal information at any time by emailing us at dpo@cbri.ac.uk.

We do not carry out any automated decision-making using personal information which produces legal effects or otherwise significantly affects individuals.

6. Retaining your personal information

We will not keep personal information for longer than necessary, and the appropriate retention period will vary according to the intended purpose for which we collected the personal information.

The criteria we use to determine the retention period of personal information are: (i) the respective statutory retention period; (ii) our contractual and/or business relationships with you; (iii) (potential) disputes; and (iv) any guidelines issued by relevant regulators. After expiration of that period, the relevant information is routinely deleted, as long as it is no longer necessary for the fulfillment of a contract, the initiation of a contract or to protect or defend our position or that of a third party. If you have any questions about our retention periods, please contact us at dpo@cbrl.ac.uk

7. How we share your personal information

We may share your personal information with third parties, including the following:

- with our affiliates so that we can effectively provide our services to you and further our aims of advancing public education on the Levant;
- with contractors, suppliers, or other third parties that provide services on our behalf (such as website host providers);
- as part of a sale, merger or acquisition, or other transfer of all or part of our assets including as part of a bankruptcy proceeding;
- pursuant to a subpoena, court order, or other legal process or as otherwise required or requested by law, regulation, or government authority programs, or to protect our rights or the rights or safety of third parties;
- with our professional advisors, lawyers, accountants and auditors; or
- with your consent or as otherwise disclosed at the time of data collection or sharing.

8. International data transfers

As noted above, we transfer your personal information to our affiliates, including outside of the UK in some circumstances. If we do so, we will take steps to ensure that your personal information is protected in accordance with appropriate safeguards, especially where the recipient country is not considered to be adequate under UK law. In particular, we will rely on the appropriate safeguards under data protection legislation, such as standard contractual clauses approved by the UK Government to protect your personal information.

9. How we keep your personal information safe

To protect your privacy we will make sure your personal information is kept securely and disclosed only to relevant organisations or representatives who need to access it to perform their roles. While we seek to use appropriate organisational, technical and administrative measures to protect personal information within our organisation, unfortunately no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure, please immediately notify us in accordance with the “Contact us” section below.

10. Your rights

Under certain privacy laws, you have rights relating to your personal information. You may have a right to the following:

- to request access to the personal information we hold about you;
- to request that we rectify or erase your personal information;
- to request that we restrict the processing of your personal information;

- to object to our processing of your personal information in certain circumstances;
- under certain circumstances, to ask us to port personal information about you that you have provided to us to you or to a third party; and
- where we previously obtained your consent, to withdraw consent to processing your personal information.

To exercise these rights, contact us via the “Contact us” section below. Please be aware that we may be unable to provide these rights to you under certain circumstances, for example if we are legally prevented from doing so or can rely on exemptions.

Additionally, you have the right to lodge a complaint against us, which you can do by contacting the supervisory authority in your country of residence. In the UK, this is the Information Commissioner’s Office at www.ico.org.uk/make-a-complaint.

11. Other websites

Our websites contain links to other websites. Please note that when you click on one of these links, you are entering another website for which we have no responsibility (even if you access the website via a link to one of our websites). We encourage you to read the privacy notices on all such websites.

12. Cookies

Our website use cookies to enhance your experience while using the site. Cookies are pieces of information that some websites transfer to the computer or device that is browsing that website and are used for record-keeping purposes at many websites. Use of cookies makes web surfing easier by performing certain functions such as saving your passwords, your personal preferences regarding your use of the particular website and to make sure you don't see the same ads repeatedly. Many consider the use of cookies to be an industry standard.

You can update and change your cookie preferences at any time by clicking the link found in the bottom right corner of each page of our websites. To ensure you receive the best experience from CBRL and for your use of our website in particular, we suggest you use the recommended settings.

You can also use your browser to disable cookies through your web browser preferences.

Types of cookie we use:

- **Essential cookies:** Necessary cookies enable core functionality such as page navigation and donation payments. The website cannot function properly without these cookies, and can only be disabled by changing your browser preferences.
- **Analytical Cookies:** Analytical cookies help us to improve our website and user experience by collecting and reporting information on its usage. We have implemented [Google Analytics Demographics](https://www.google.com/analytics/learn/privacy) which uses cookies to gather website visitor data, such as age, gender, and interests. We are using this to identify the key interests and demographics of our users, in order to optimise website content and improve user experience. For more information about how Google Analytics collects and uses data when you use our website, visit <https://www.google.com/policies/privacy/partners/>. You are able to opt out of Google

Analytics for Display Advertising at any time at <https://tools.google.com/dlpage/gaoptout>.

- **Marketing Cookies:** Advertising cookies help us to ensure the advertising you see from us is relevant to you. We use third party services to provide this advertising.

Your browser may be set by default to accept cookies. However, if you would prefer not to receive cookies, you can alter the configuration of your browser to refuse cookies. If you choose to have your browser refuse cookies, it is possible that some areas of our websites will not function properly when you view them.

13. Updates

This Notice may change from time to time – for example, to take into account changes at CBRL or to reflect changes in regulation or legislation. It was last updated in June 2022.

Updates to this Notice will be posted on this page – please check back from time to time. We will also use reasonable efforts to inform you of any significant changes by email where appropriate.

14. Contact us

If you have any questions or concerns about this Privacy Notice or the way in which we handle your personal information, please email our Executive Officer at dpo@cbrl.ac.uk.

You can also contact us at the following address:

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