

## CarboMet Privacy notice

The University of Manchester is the data controller for information collected by CarboMet

### About us:

Metrology of Carbohydrates for Enabling European BioIndustries (CarboMet) is a Coordination and Support Action (CSA) funded by Horizon 2020 FET-OPEN (Grant agreement no. 737395).

CarboMet will facilitate engagement between key players and stakeholders of the glycoscience community across Europe to identify the current state of the art and in particular future innovation and technological challenges in carbohydrate metrology.

In order to fulfil its objectives, CarboMet will carry out a number of activities:

- Communication via a dedicated website and social media accounts (Twitter & LinkedIn);
- Online surveys for community input;
- Scoping meetings and workshops including training workshops in advanced technologies;
- Creation of policy briefings and white papers in hot topics;
- A periodic e-newsletter for communication and dissemination of CarboMet activities.

### What information are we collecting and by whom:

We will collect information about key players and stakeholders from across the European glycoscience field. The information we will collect about individuals includes:

- names;
- roles and positions;
- organizations;
- glyco topics of interest;
- contact details i.e. email addresses.

This will be collected by the CarboMet Project Coordination team (see here for details <https://carbomet.eu/contact/>).

### How is information collected?

We will obtain information from you in the following ways:

1. Information you give us directly. For example, we may obtain information about you when you take part in one of our events (via Eventbrite\*) or when you sign up to our mailing list (via our website through MailChimp\*).
2. Social Media. When you interact with us on social media platforms such as LinkedIn\* and Twitter\* we may obtain information about you. The information we receive will depend on the privacy preferences you have set on those platforms.
3. Public information. We supplement our information with information from publicly available sources such as university websites, corporate websites, and public social media accounts.

### Why is it being collected and under what legal basis

We may use your information for a number of different purposes.

We will rely on your consent for the following uses:

- Providing you with information you have asked for e.g. the CarboMet newsletter;
- Obtaining feedback to better understand how we can improve CarboMet activities;
- Seeking your views or comments;
- Sending you communications which you have requested and that may be of interest to you e.g. CarboMet newsletters, event invitations, etc.

We will use our legitimate interests for the following uses:

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- CarboMet event management, including communications during, before and after events;
- Keeping a record of your relationship with us;
- Sharing attendance at meetings and names on published papers

### **How can I opt out or withdraw my consent to these uses of data?**

You can opt out at any time by unsubscribing from the various third parties\* we use or by contacting the CarboMet Project Coordination team <https://carbomet.eu/contact/> We endeavor to act on withdrawals of consent as soon as we can.

### **Who will the information be shared with?**

Your information will be shared within the CarboMet Project Coordination team as required. In addition, it may be shared in order to fulfil CarboMet activities, on a considered and confidential basis, with a range of external organisations, including the following:

- On occasion, and only where necessary with representatives from the European Commission Horizon 2020 FET-OPEN as part of CarboMet monitoring and review process i.e. the CarboMet Project Officer and external assessors;
- Companies and organisations providing services on behalf of CarboMet e.g. for hotel accommodation during events.

Other than as set out above, we will not publish or disclose any personal information about you to other external enquirers or organisations unless you have requested it or consented to it, or unless it is in your vital interests to do so (e.g. in an emergency situation).

We will not share your information with third parties for marketing purposes.

### **How long will we keep your information?**

We will keep your information for the duration of the CarboMet programme (unless you have opted out of some processing or withdrawn your consent) i.e. from 1<sup>st</sup> January 2017 until 31<sup>st</sup> December 2020.

Further information about the University of Manchester's processing of personal data for research is available from: <https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/>

### **Contact details:**

Any questions regarding this policy and our privacy practices should be sent by email to [projectmanager@carbomet.eu](mailto:projectmanager@carbomet.eu)

\*Third parties. We use the following third parties. You can check their respective privacy policies via the links provided:

- Eventbrite [https://www.eventbrite.co.uk/support/articles/en\\_US/Troubleshooting/eventbrite-privacy-policy?lg=en\\_GB](https://www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB)
- LinkedIn <https://www.linkedin.com/legal/privacy-policy?trk=uno-reg-guest-home-privacy-policy>
- Mailchimp [https://mailchimp.com/legal/privacy/?\\_ga=2.242343879.499783966.1540303468-884086585.1519923329](https://mailchimp.com/legal/privacy/?_ga=2.242343879.499783966.1540303468-884086585.1519923329)
- Twitter <https://twitter.com/en/privacy>

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