



## **Brunel University London LGBTQ+ Staff Network**

### **Privacy Policy 2021-22**

We, the LGBTQ+ Staff Network, support and represent staff members across the university who identify as lesbian, gay, bisexual, pansexual, trans, non-binary, queer, questioning or any other sexual minority or gender identity (LGBTQ+).

#### **Who we are**

The Network is headed by one or more members of the LGBTQ+ community from within the staff, faculty and doctoral student body at Brunel, assisted by members of an LGBTQ+ working group.

We are here to provide advocacy and support to all LGBTQ+ staff, whether you are out at work or not. We know being out at work is a personal choice, and that not everybody will feel ready to come out to colleagues and the community at Brunel. We respect this choice and acknowledge privacy is an important part of managing these boundaries.

#### **The current LGBTQ+ Staff Network leadership for 2021-22 is:**

- [Jessica Kath](#) (she/her): LGBTQ+ Staff Network Coordinator, Prospect Development & Special Projects Officer, Development & Alumni Relations Office
- [Bridget Boylan](#) (she/her): Senior LGBTQ+ Champion, Director of Strategic Projects and Change
- [Dr. Michael Thomas](#) (he/him): Past Staff Network Coordinator, Associate Dean – Equality and Diversity / Senior Lecturer in Social Work, CHMLS - Health Sciences

#### **Your information**

We promise to respect any personal data belonging to our constituents (“you” and “your”) and to keep it safe. Keeping you informed about exactly how your data is being used is a key principle of the General Data Protection Regulation (GDPR). This privacy notice is to inform you why this is important and what your rights are under GDPR. We aim to be clear about our processes when we collect your data and not do anything with your information that you wouldn’t reasonably expect.

*The University has a range of data protection policies and procedures, an overview of which can be found here: <http://www.brunel.ac.uk/about/administration/information-access/data-protection>. The following statement sets out how the LGBTQ+ Staff Network specifically uses your personal data.*

We rely on *consent* for processing your information. We only collect information from you when you message a member of the LGBTQ+ Staff Network leadership and request to join the LGBTQ+ Network. Your name and email address are added to a private mailing list group maintained by the LGBTQ+ Staff Network Coordinator.

#### **What we do with your information**

*Communications:* The primary method communication for Network activities is the LGBTQ+ Staff Network email list maintained by the Staff Network Coordinator. Updates on past and planned Network activity will be sent via this email list at least once a month to Network members, though

this may be more frequently if there are events or news to share with the Network. We send emails via bcc, so we do not share members' email addresses with others.

*Reporting harassment or requesting support:* We are here to provide advocacy and support to all LGBTQ+ staff, whether you are out at work or not. The [Dignity at Work policy](#) for employment sets out Brunel's commitment to both the principles and the implementation of equal opportunities for all employees, including LGBTQ+ employees. If you have concerns about harassment or would like to request confidential advice, please message a member of the Staff Network leadership at the email addresses listed above and we will assist you as soon as possible and/or signpost you to sources of specialist LGBTQ+ support.

### **Sharing your information**

Membership information, meeting and event attendance, and questions and concerns are only shared among Staff Network leadership in order to address concerns and measure outcomes. We do not share your information with the university, departments, HR, other Network members, or third parties unless you request that we do so. Your information will never be posted publicly and members of the Network are only identified as such with their express permission.

### **Your rights under GDPR**

The accuracy of your personal information is important to us. Under GDPR, you have a right to request a copy of the personal information we hold about you and to have any inaccuracies corrected, as well as the right to be removed from processing and/or restrict or object to the use of your information. It is always your choice as to whether you want to receive information about our work, our events and the ways you can get involved. You may withdraw your consent and we will remove you from the mailing list at any time by sending a message to the Staff Network Coordinator, Jessica Kath, at [jessica.kath@brunel.ac.uk](mailto:jessica.kath@brunel.ac.uk) or by responding to a Network newsletter. You will be removed from the list if you are no longer an employee of Brunel University London.

### **Brunel Data Controller and ICO contact information**

The Data Controller for the purposes of the General Data Protection Regulation is Brunel University London. The Brunel Data Protection Officer is Dipa Gorsia who can be contacted on [data-protection@brunel.ac.uk](mailto:data-protection@brunel.ac.uk). Our registration number in the Data Protection Public Register is Z6640381.

If you think your data has been misused or has not been kept secure, you should contact us and we will address your concerns as soon as possible. If you're unhappy with our response or if you need any advice you should contact the Information Commissioner's Office (ICO) on the ICO helpline at 0303 123 1113, or via their website at <https://ico.org.uk/concerns/>

### **Changes to this privacy policy**

We may update the terms of this policy at any time, so please review it from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary contact address you have provided to us and placing a prominent notice on our website, [LGBTQ+ Staff Network \(brunel.ac.uk\)](#)