

Photonics Leadership Group-

Privacy Policy



The Photonics Leadership Group (PLG) takes data protection seriously and undertakes to comply with all relevant Data Protection Regulation. The key elements of how the PLG manages and uses data are:

Who we are?

- This privacy policy retains to the Photonics Leadership Group and Photonics Leadership Ltd collectively term PLG
- Photonics Leadership Group is a voluntary body representing the UK photonics industry and consisting of approximately 60 stakeholder who volunteer to attend PLG meetings and contribute to discussion of the industry impact and growth.
- Photonics Leadership Ltd is a not for profit company limited by guarantee for the benefit of its members which are drawn from the Photonics Leadership Group and confirmed at an annual meeting.

What personal information we collect and hold on data subjects?

- We collect and hold business contact data on individuals in relation only to their interaction with the PLG. Information collected may include name, business email address, business telephone number, job title, place of work, work address, work website.
- Data may be collected when making enquiry to the PLG on the activities and publications of the PLG, either through email, contact form on the PLG website www.photonicsuk.org, face-to-face, telephone or other form of meeting.
- As data-subjects interact with our website we may automatically collect technical data via 3rd party website providers on browsing patterns, locations, and equipment
- Professional profiles of PLG stakeholders are held where these have been provided by data-subjects and their limited use with the Photonics Leadership Group agreed with data subjects.
- We record attendance at Photonics Leadership Group meetings and maintain an archive of interaction with the PLG for a period of 5 years.
- We do not collect any special categories of personal data (e.g. race, ethnicity, beliefs, health, biometric or personal financial data). Please do not provide any such data to us.

How we use information and data?

- Our collection of personal data is limited and proportionate to its legitimate purpose of the Photonics Leadership Group, which is business-related only. Those legitimate interests include gathering inputs from the photonics community including PLG stakeholders, support and funding agencies and others on the impact of photonics, opportunities for and threats to photonics industry growth and methods of supporting individual and photonics sectors business development.
- By data-subjects consent on becoming a PLG stakeholder/contributor, business contact data on PLG stakeholders/contributors is used to keep PLG stakeholders informed of PLG activities including funding competitions, government and business consultations, PLG and other stakeholder meetings.
- We do not share personal data with 3rd parties except: -

- on an individual basis with the full knowledge and agreement of the data subject for a purpose that suits them, for example, facilitating business introductions.
- where sub-contractors and/ or volunteers perform the operating functions of the PLG e.g. website delivery, organisation of meetings, compiling of business inputs. Where volunteers or 3rd parties are used their use of PLG data is restricted to only performing the functions of the PLG and no additional use e.g. in marketing is permitted
- We do not sell or transfer data, e.g. mailing lists, to 3rd parties for marketing purposes
- We do not supply marketing or promotional information by direct mail to individuals through electronic or paper means. Where information is provided about industry events, consultations or photonics sector activities this is provided without bias and for information purposes only.
- Where data on companies or organisation is used, transferred, or published e.g. in sizing of the photonics industry, this relates only to organisations and contains no personal or individual data.
- We undertake to store and process data securely, prevent unauthorised access and disclosure, avoid gathering and retaining excessive data. We will report any data security breaches in a timely manner to the required authority and any data subjects impacted.
- The PLG does not make use of any automated decision-making systems.
- If the PLG wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new policy explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Storage and securing of data

- PLG data is stored and backed-up using services provided by 3rd parties (e.g. Microsoft Office 365, 1and1.co.uk) which have been verified to be compliant with General Data Protection Regulation 2018.

Accessing your information, preferences and removing data

- PLG stakeholders may at any time select to be removed from the PLG stakeholder list and cease further interaction with the PLG.
- Data subjects including PLG stakeholders and any data subjects with interaction with the PLG may request information on the data held on them at any time by application to the data controller
- It is our policy to de-activate data as opposed to delete it to facilitate record to be kept of interactions with the PLG for a period of up to 5 years. Data will be fully deleted earlier on request.
- Request to access data held on you by the PLG, request its deletion or correction should be made to the PLG data controller, Dr John Lincoln info@photonicsuk.org. We try to response to all legitimate requests within one month.