

## Introduction

This Privacy Notice describes how the Department of Computing Society (“DoCSoc”, “we”, “our”, “Society”), as a Data Controller, collects, uses and retains your personal data for the DoCSoc Mums and Dads Portal (“MaD Portal”). This Privacy Notice applies to all members of DoCSoc and any individuals who have provided personal data to DoCSoc. This Privacy Notice applies to Members of the Society using the MaD Portal.

## Who we are

The Department of Computing Society (DoCSoc) is a society run by student volunteers under the Imperial College Union, a registered charity (Registered Charity No. 1151241). The Society caters to a select group of students at Imperial College London (the “College” or “Imperial”).

## Personal information we hold about you

We may collect and use the following information from you if you are a Member:

- Personal details such as name, College username and your membership status of the Society
- Data points on your interests
- Your Social media links

## Why we collect your personal information and the lawful basis for processing

If you are a Member, the MaD Portal only collects information which you consent to give when logging in and registering. We store and use this information only to fulfil the functionality of the MaD Portal, that is to match you with Members of similar interests.

## Who we share your data with

If you are a Member, we only share your personal information with the members you are matched with and the partner you choose/accept.

## How long we keep your data

Data is stored until the yearly committee changeover, which happens less than two months after the end of the College’s summer term. At this point, all data is cleared from the system.

## Your rights in relation to personal data

Under law, you have the right to:

- Request access to personal information (i.e., by sending a subject access request)
- Request correction and deletion of personal information
- Request inaccurate data to be rectified
- Request restriction of your data being processed
- Withdraw consent to use your personal information

To exercise your rights, you must submit your request in writing (via email or letter) to the contact details below. Your request will be processed within one (1) calendar month.

## Contact Details

DoCSoc is not required to appoint a Data Protection Officer. If you would like to exercise your rights or make a query relating to data protection, please direct your query to:

DoCSoc (605) c/o Webmaster  
Imperial College Union  
Beit Quadrangle  
Prince Consort Road  
London SW7 2BB

Email: [docsoc@imperial.ac.uk](mailto:docsoc@imperial.ac.uk)