

i3P Portal Privacy Notice

This privacy notice sets out how the Knowledge Transfer Network Ltd, (“we”, “Innovate UK KTN”) will use your information and your rights under the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Established in 2016, the Infrastructure Industry Innovation Partnership (i3P) is a community of client and supply chain organisations that have made a commitment to delivering collaborative innovation through projects supported by a large network of experts, innovators and world leading industry knowledge that will drive the future transformation of the infrastructure and construction industry.

Innovate UK KTN is the secretariat for i3P. As part of our role, Innovate UK KTN operates the i3P website and online portal where organisations can register, have visibility over i3P activities, attend events and connect with other i3P members. Within the scope of activities for i3P, Innovate UK KTN also arranges meetings, working groups, webinars, and provides knowledge sharing opportunities, subsequently disseminating relevant papers and recordings accordingly. Innovate UK KTN will collect and use your personal data within the scope of these activities.

What Information We Collect and Where From

We will initially collect your personal data when you register to the i3P portal via the registration form on the website <https://www.i3p.org.uk/>. We will also collect your personal data through the cookies in operation within the website <https://www.i3p.org.uk/>. For more information about the cookies in use please see our cookie banner.

Through the registration form, we may collect, store and use details about you, including your name, the organisation you are working for, email address, job title. During registration to our portal, you may also choose to provide us with your profile picture, industries you have worked in along with your biography, country/location and contact number. This information will be made visible to other community members.

We will also collect your dietary and accessibility requirements for physical meetings we organise.

How We Use Your Personal Data and Who We May Share It With

Innovate UK KTN will only use and process your personal data for the purpose it was collected for. If we intend to process the data in any other way, other than what was originally specified, we will contact you before undertaking any further processing.

- To manage communications between you and us relating to i3P such as contacting you for support, sending updates, service messages, policies, and procedure updates etc.
- To manage communications with our paying members for B2B transactions, issuance of invoices etc.
- To facilitate networking opportunities for you within the i3P portal and make your information visible to other members.
- To accommodate your queries, complaints and requests including data subject rights requests.

- To facilitate your participation in meetings, events and webinars such as by email and/or calendar invitation.
- To facilitate the management of meetings, events, conferences (e.g., by sharing attendance lists with partner organisations).
- To promote the activities and events of i3P, and provided that you have given your consent, to feature you in the promotional material such as photos and videos.
- To ensure the safe operation of our website and to monitor the performance of our website through the use of cookies.

Innovate UK KTN may also disclose your personal data, listed above, to some third parties to help with the delivery of the programme. All third parties are contractually and/or legally bound to protect the personal data we provide to them. We may use several or all of the following categories of recipients:

- Third parties that support us to provide products and services such as cloud-based software services including the i3P portal / website and Innovate UK KTN CRM system Workbooks.
- Other i3P members, who will process your personal data as independent data controllers.
- Suppliers and contractors that support us to provide products and services such as our website developers, IT support etc.
- Web analytics and search engine providers to ensure the continued improvement and optimisation of our website.

If we transfer any personal data outside the UK, we will ensure that any personal information transferred will only be processed on our instruction and that information security at the highest standard would be used to protect any personal information as required by the Data Protection laws. Where personal data is transferred outside of the UK to a country without an adequacy decision, we will ensure appropriate safeguards are in place prior to the transfer. These could include:

Standard Contractual Clauses with ICO Addendum

International Data Transfer Agreement

Binding Corporate Rules

An exception as defined in Article 49 of the GDPR

Legal basis for processing

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where:

- If you have provided us with your consent
- If the processing is necessary for the purpose of the legitimate interest pursued by us or our partners, namely facilitating and enabling the management of all matters relating to i3P, but only where your interests and fundamental rights do not override those interests.

Where legitimate interest is identified as a lawful basis, we will undertake a legitimate interest assessment which is a three-part test covering:

The purpose test – to identify the legitimate interest.

Necessity test – to consider if the processing is necessary for the purpose identified.

Balancing test – considering the individual's interests, rights or freedoms and whether these override the legitimate interests identified.

Retention Period

Your personal data will be retained and continuously updated throughout your membership to i3P for these purposes. Should you cancel your membership Innovate UK KTN will continue to retain the data for two years. For more information, please contact dataprotection@iuk.ktn-uk.org.

Your Rights

Your principal rights under data protection law are:

- the right to access - you can ask for copies of your personal data; you or any third party acting on your behalf with your authority may request a copy of the personal data we hold about you without charge. We, Innovate UK KTN will ask to verify your identity or request evidence from the third party that they are acting on your behalf before releasing any personal data we hold about you.
- the right to rectification - you can ask us to rectify inaccurate personal data and to complete incomplete personal data.
- the right to erasure - you can ask us to erase your personal data.
- the right to restrict processing - you can ask us to restrict the processing of your personal data.
- the right to object to processing - you can object to the processing of your personal data if, processing relies on legitimate interests, processing is for scientific or historical research, processing includes automated decision making and profiling, processing is for direct marketing purposes.
- the right to data portability - you can ask that we transfer your personal data to another organisation or to you.
- the right to withdraw consent - to the extent that the legal basis of our processing of your personal data is consent, you can withdraw that consent.
- rights relating to complaints and remedies – you can always contact us to make a complaint at dataprotection@iuk.ktn-uk.org. Alternatively, you can make a complaint to the ICO [from here](#).

These rights are subject to certain limitations and exceptions. You can learn more about the rights of data subjects by visiting: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

You can ask any questions about these rights or exercise any of your rights in relation to your personal data by contacting dataprotection@iuk.ktn-uk.org.

Additional Information

Your trust is important to us. That is why we are always available to talk with you at any time and answer any questions concerning how your data is processed. If you have any questions that could not be answered by this privacy policy or if you wish to receive more in-depth information about any topic within it, please contact our DPO via email on dataprotection@iuk.ktn-uk.org.

We keep this Policy under regular review. This Policy was last updated on 04/09/2023.

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.