

## HIC-Vac: Membership Terms & Conditions

Please read the terms and conditions below. By becoming a HIC-Vac member, you accept these terms and conditions and agree always to act in accordance with them. If you do not agree to these terms, please do not register as a member. If you have any concerns about these membership terms and conditions please contact the Communications Lead ([e.smith@imperial.ac.uk](mailto:e.smith@imperial.ac.uk)) or Network Manager ([c.puddephatt@imperial.ac.uk](mailto:c.puddephatt@imperial.ac.uk)) before completing your registration.

### 1. Membership

a) By completing and submitting the Membership Application form (available from the HIC-Vac website) to the HIC-Vac Communications Lead ([e.smith@imperial.ac.uk](mailto:e.smith@imperial.ac.uk)) you will become a member of HIC-Vac.

b) Your membership level will be assessed and decided by the Network Management Board; levels are described in the application form. You can apply to move between membership levels as you gain experience and expertise by resubmitting the Membership Application form for NMB decision.

c) It is the individual member's responsibility to ensure their information is up to date and to inform the Network Manager of any changes. If any of your details change, please inform us and we will update your personal information in line with our obligations under the relevant laws.

d) By completing and submitting the 'Biography page for HIC-Vac website' section of the Membership Application form you agree to being listed on the HIC-Vac website as a member, using the information you provide in this section, which will then be publically available through the website.

### 2. Protecting your personal data and privacy

This has been updated May 2018 in-line with new EU General Data Protection Regulation (the "GDPR") to protect your personal data and privacy – please download and read the full Privacy Policy [here](#).

a) We will collect information from you when you apply to become a member, when you apply for funding, and if you attend a HIC-Vac event. This includes (but is not limited to) your name, contact details, job title and organisation, and personal photo and career biography.

b) We process data for the following purposes based on our legitimate interests:

- to provide you with information about funding we offer, meetings and events, and other opportunities that may be relevant to you (including those from external organisations)
- to update you with news either directly relevant to our Network, or wider scientific interest
- to improve our services or processes via feedback or surveys
- to carry out our obligations arising from any contracts entered into between you and us
- to respond to your queries

c) Your data will not be used for marketing purposes.

d) You have the right to request access to certain personal data that we hold about you by emailing the Communications Lead or Network Manager.

e) You can terminate your HIC-Vac membership and erase of all personal data held by us (with the exception of when our lawful purposes for using the information requires retention) at any time by contacting the Communications Lead or Network Manager. You may also restrict the way we use your data at any time.

f) If the email address you provide during the registration process becomes invalid and emails sent to you by the Network Manager result in a Delivery Notification Status (failure) response, your membership will be considered to have lapsed and your details will be deleted from the directory of members.

g) We retain the personal information we collect only if we need it to support justifiable business requirements or when our lawful purposes for using the information requires retention. When we no longer require personal information we will securely delete and/or archive the information.

h) Membership of HIC-Vac is with a view to furthering the aims and vision of the HIC-Vac Network. You do not have permission to use contact details obtained from HIC-Vac materials to send unsolicited emails for the purpose of direct marketing.

i) In choosing to submit your personal data, you understand and agree that this data will be:

i. Collected for the purpose of furthering the HIC-Vac aims

ii. Stored locally on a secure Imperial College London server and used by the Communications Lead or Network Manager to keep you up to date by email with relevant Network activities and updates

iii. Processed in accordance with the Data Protection Act 1998. Further information can be found at <http://ico.org.uk>.

iv. Protected from unauthorised use and kept in a secure manner either electronically or on manual records in accordance with Imperial College London data protection and information security policies

### **3. Attending Network Events**

As a Network member you will have the right to apply to attend Network workshops and events. In becoming a member you understand and agree that:

a) Submission of an application to attend an event does not constitute confirmation that a place has been awarded to you.

b) In the event that you are successful in your application to attend a Network event, you will receive a confirmatory email upon the award of your place followed by full attendance details which will be made available to you no less than two weeks before the event is due to take place.

c) Members may have access to unpublished data at HIC-Vac annual meetings, events or workshops. As a member you agree to respect the confidentiality of these data at all times. Data shared at HIC-Vac events should be treated as confidential and must not be disseminated unless already in the public domain.

d) HIC-Vac will not be held liable for any costs incurred by you.

### **4. Updates to terms and conditions**

We will post a notification of any changes to the terms and conditions of membership on the HIC-Vac website and notify you by email. You will have the option to terminate your membership if you do not agree with future changes to terms and conditions.