



## CatalyST fair processing notice

### The identity and contact details of the Defence Science and Technology Laboratory (Dstl) and our data protection officer

Dstl is the data controller for your personal data. Personal data is any information that relates to an identified or identifiable living individual. Different pieces of information, which collected together can lead to the identification of a particular person, also constitute personal data.

Dstl's Data Protection Officer can be contacted via [dataprotection@dstl.gov.uk](mailto:dataprotection@dstl.gov.uk)

### Why do we hold your personal data?

1. To manage access to the CatalyST platform
2. To correctly establish the identity of individuals who need to access privileged information
3. To customise the way CatalyST content is presented to you, e.g. alerting and news feeds

### Legal basis for processing the data

The legal basis for processing data is specific to different user groups:

1. Dstl staff data processing is for the purposes of the performance of a **contract**
2. Wider UK government civil servants data processing is covered by an **overarching statement of need**
3. Industry or academia data processing is for the purposes of the performance of a **contract**
4. International government agencies data processing is for purposes of the performance of a **contract** (e.g. Memorandum of Understanding)
5. Dstl new entrants data processing is based on activities in preparation for executing a **contract**

### For how long will we hold the data?

Your personal data will be held for as long as necessary to achieve the objective of the working groups of which you are a member. The expected lifespan of each working group is defined upon its creation. When no longer required a group and all its content are deleted, user accounts which don't require access to other working areas in CatalyST are deactivated. New starter's personal data will be held until they have started work in Dstl and access to corporate systems is confirmed.



## With whom will the data be shared?

Your personal data may be shared with others in Dstl or in other organisations for the purposes listed in 'Why do we hold your information'. These include:

- Dstl platform administrators
- third party suppliers maintaining the platform
- internal and external auditors
- internal security.

The amount of personal data visible to others has been minimised as follows:

- A reduced number mandatory personal information fields are required to register for CatalyST.
- User name, company name and email are visible to others on joining CatalyST to aid accurate identification and ensure access to working areas is only provided to nominated individuals.
- Users are able to customise the visibility of profile information.
- User contributions are only visible to members of the same working area; these are limited access by default.

We will share your personal data for other purposes where it is lawful, proportionate and necessary so to do, or where we under a legal obligation so to do. We will have regard in all disclosures to your privacy and individual rights. All disclosures will be carried out in a secure manner that meets government standards.

## Your rights

You have the right:

- a. to be informed what we will do with your data (this notice applies)
- b. to access your data
- c. to have all or some of your data deleted or corrected (conditions apply)
- d. to data portability (conditions apply)
- e. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.

For more information on how to exercise these rights contact [dataprotection@dstl.gov.uk](mailto:dataprotection@dstl.gov.uk)