

IFE CORE GROUP'S PRIVACY NOTICE

1. Introduction

The Infant Feeding in Emergencies (IFE) Core Group is a global collaboration of agencies and individuals that formed in 1999 to address policy guidance and training resource gaps hampering programming on infant and young child feeding support in emergencies. It is coordinated and chaired by the Emergency Nutrition Network (ENN) – a charity registered in the UK no. 1115156, and a limited company no. 4889844. ENN complies with UK legislation on data protection. ENN is registered with the Information Commissioners Office (ICO). Registration number: ZA798517.

The IFE Core Group takes your privacy seriously. This notice outlines how the IFE Core Group collects, uses and stores Group members and Steering Committee members' personal data in order to run the IFE Core Group effectively and efficiently. For detailed information regarding webinars, meetings, workshops and conferences please refer to Annex A.

This notice was updated in February 2024.

2. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation (the "UK GDPR").

3. Type of personal information the IFE Core Group collects

The IFE Core Group may collect the following information:

- Name and address of organisation
- Type of organisation
- Name and address of representative/individual
- Email address
- Skype and/or mobile phone number
- Job title
- Curriculum Vitae/Resume
- If you are making a donation the IFE Core Group may also request and hold additional information about you or your organisation, including financial details (bank accounts, entity and tax status, etc.) and may also collect additional information in order to carry out due diligence on the source of the donation.

4. How does the IFE Core Group process your personal data?

The IFE Core Group uses your personal data for the following purposes:

- To enable the Group to build capacity for effective Infant and Young Child Feeding (IYCF) support in emergency contexts (i.e. sharing member names, emails and organisation names in the interest of cross-collaborating and learning within the membership)
- To administer membership records
- To maintain our own accounts and records (including members' annual contributions)
- To process financial donations to the IFE Core Group
- To carry out due diligence checks as required
- To inform you of news, events, activities and services.
- To hold webinars, meetings, workshops and conferences (please refer to Annex A)

5. What is the legal basis for processing your personal data?

Under the General Data Protection Regulation (2016/679) (“GDPR”) and the Data Protection Act (DPA) 2018, the lawful bases the IFE Core Group relies on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting either ife@enonline.net or ENN’s Data Protection Officer
- Legitimate interest. Where the processing is reasonably necessary for the purpose of a legitimate interest pursued by the IFE Core Group and your privacy rights do not override the legitimate interest.

Your personal data will be treated as strictly confidential, and you can manage your consent preferences at any time.

6. Sharing your personal data

The IFE Core Group may share some of your information with:

- IFE Core Group’s Steering Committee and IFE Core Group’s members in order to undertake their tasks
- Partners, associated organisations, and other relevant organisations which have legitimate interests in the IFE Core Group
- Third party organisations that otherwise assist the IFE Core Group in providing goods, services, or information
- Third party organisations that provide applications/functionality, data processing or IT services to the IFE Core Group
- Auditors and other professional advisers as required

The IFE Core Group sometimes uses external organisations to collect and/or process your personal information on its behalf. By consenting for the IFE Core Group to collect and process your data, you are agreeing to this Privacy Notice, and thereby giving the IFE Core Group a general authorisation to do so in relation to the third parties listed below:

- Microsoft (e.g. Teams, SharePoint)
- Brevo
- Drupal
- Doodle
- Campaign Monitor
- Survey Monkey
- Zoom
- Google Analytics
- iPlicit

This list is current as at the date of this Privacy Notice above, but may change from time to time. The IFE Core Group will ensure that any future changes to this list are reflected in this Notice. To find information about how they process your personal data, please see their privacy information.

7. How long does the IFE Core Group keep your personal data?

Personal information that the IFE Core Group processes for any purpose or purposes shall not be kept longer than is necessary for that purpose or those purposes.

Notwithstanding the other provisions of this Section 7, the IFE Core Group will retain documents (including electronic documents) containing personal data:

- a) to the extent that it is required to do so by law;
- b) if the IFE Core Group believes that the documents may be relevant to any ongoing or prospective legal proceedings;
- c) in order to establish, exercise or defend its legal rights (including providing information to others for the purpose of fraud prevention and reducing credit risk); and
- a) to the extent that it is required to do so for donor compliance, reporting and audit purposes.

You may ask the IFE Core Group to delete all your information from its records, in accordance with your right to erasure shown below.

8. Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data:

- **Your right of access** - You have the right to ask the IFE Core Group for copies of your personal information.
- **Your right to rectification** - You have the right to ask the IFE Core Group to rectify personal information you think is inaccurate. You also have the right to ask the IFE Core Group to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask the IFE Core Group to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask the IFE Core Group to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that the IFE Core Group transfers the personal information you gave it to another organisation, or to you, in certain circumstances.

Please contact either ife@enonline.net or ENN's Data Protection Officer if you wish to make a request.

9. Third party links

You might find links to third party websites on the IFE Core Group website. The IFE Core Group cannot be held responsible for the privacy of data collected by websites not owned or managed by the IFE Core Group, including those linked through its website. These websites should have their own privacy policies, which you should check. The IFE Core Group does not accept any responsibility or liability for their policies whatsoever, nor the security of those links.

10. Cookie consent

By using the IFE Core Group website and social media pages (such as Twitter, Facebook, LinkedIn, YouTube and Instagram) you agree to the use of cookies, unless you have set your computer's browser to reject them. For more information about how to do this, and about cookies in general, you can visit <https://ico.org.uk/for-the-public/online/cookies/>.

11. Amendments to Privacy Notice

This privacy notice will be reviewed periodically. If the IFE Core Group makes significant changes it will publish them clearly on its website or contact you directly with more information.

Please regularly review this notice to be informed of how the IFE Core Group is protecting your personal data.

12. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact:

- Name: Emergency Nutrition Network (ENN)
- F.A.O.: IFE Core Group Coordinator
- Address: 2nd Floor Marlborough House, 69 High Street, Kidlington, Oxfordshire, OX5 2DN, United Kingdom
- Phone Number: +44 01865 372340
- E-mail: ife@enonline.net

ANNEX A

Webinars, meetings, workshops and conferences

This annex provides information on how the IFE Core Group may collect and process your personal data when you register for and/or attend one of its webinars, meetings, workshops and conferences. It is important you read this privacy notice together with the IFE Core Group's full Privacy Notice, which contains more detailed information about its data processing activities.

Should you decide to attend one of the IFE Core Group online events, you may need to sign-up to the platform through which it is provided (such as Zoom), and for your use of their service, they will be the data controller. To find information about how they process your personal data, please see their privacy information.

What personal data the IFE Core Group collects about you?

If you register for and/or attend one of the IFE Core Group events, the Group may collect and process the following personal data about you:

- data that you provide to register for the event and/or to request further information about it, such as your name, email address, organisation, type of organisation, job title, country;
- data that you provide if you contact the IFE Core Group about an event, such as your name and contact details;
- data that you provide if you contribute to the event, including by asking a question and/or through the poll, question and answer and/or chat functionality during the webinar;
- data that you provide by responding to feedback requests, questionnaires and/or surveys after the event;
- The IFE Core Group records some online events and all presenters will have their image and audio captured in the recording. You may have the option of sharing your image and audio during the session. If you choose to do so, this will also be captured in the recording.

If an event is being recorded we will always notify you.

How and why will the IFE Core Group process my personal data?

The IFE Core Group uses your email address to provide you with the event details. This will include information about any recording taking place. For recorded events the IFE Core Group may also email you a link to the recording or other capture from the event once the event has concluded.

For some events the IFE Core Group may publish the recording on its website and/or YouTube channel so this is accessible to a wider audience. If an event recording will be published we will always notify you before the event.

In most cases, the IFE Core Group will not publish delegate lists for open access video conferences, focus groups, webinars or live broadcast events but your name and email address may be visible to others in attendance during the event.

For some meetings and events, we may publish attendance records, for instance in formal meeting minutes / notes, and we may also share delegate information with other attendees. In these cases, we will notify you at the start of the meeting or event.

At times, we may also need to publish meeting minutes/reports and other IFE-CG outputs more publicly, such as on the ENN website. In such cases, where the minutes, reports or other outputs contain any personal data, this will only be done with prior attendee consent.

The IFE Core Group may also use the information that you have given for the following purposes:

- To record your attendance;
- To respond to your queries and requests;
- To gather and analyse your views and obtain your feedback.

If, when you register for a webinar, you consent to receive email updates from the IFE Core Group, the IFE Core Group will also use your personal data to send you information by email about satisfaction surveys, upcoming events, other surveys, further research and other IFE Core Group resources and general updates which may be of interest to you. You may unsubscribe from receiving these emails at any time by following instructions which will be provided in each email.

Do we use any data processors?

We use Zoom to deliver our online events. We use YouTube and our website to publish the recordings of some events. Zoom and YouTube sites both drop non-essential cookies.

Do we transfer data overseas?

Yes, transfers of data are made to overseas data centres, for instance including those of Microsoft and Google. To find information about how they process your personal data, please see their privacy information.