

## **GOBLET Privacy Policy**

15 October 2018

The GOBLET Foundation (“GOBLET”, “Foundation”, “our”, “we” or “us”) is a not-for-profit membership-based organisation that aims to cultivate the global bioinformatics trainer community, set standards and provide high-quality resources to support learning, education and training; the vision, to unite, inspire and equip bioinformatics trainers worldwide. GOBLET promotes its mission through workshops, conferences, annual meetings, and through public sharing of training materials. GOBLET shares information with, and encourages information exchange between, members via its email lists, newsletters and website.

This Privacy Policy (“Privacy Policy”) reflects GOBLET’s commitment to protecting personal information about our users (“you”). Personal information is any information about an identifiable individual. The Privacy Policy is intended to provide transparency around what personal information we collect, what we do with such information, and how users can control what happens to their personal information associated with their use of the GOBLET website and interactions with GOBLET.

This Privacy Policy covers personal information collected by GOBLET through your use of our website; it does not cover any information collected by any other website or application. By using the GOBLET website, you consent to the terms of this Privacy Policy. If you do not agree with the practices outlined herein, please do not give us any information or use the GOBLET website.

### **I. Personal data we collect**

#### *Membership account information*

On joining GOBLET, members are asked to provide certain types of personal information (including name, email address, billing address and contact number). These data are stored in a password-protected, online database, which is managed by the Treasurer and accessible only to members of the Executive and Operational Boards.

#### *Financial information*

Following attendance at annual meetings, or in the course of GOBLET’s work, members may incur a variety of expenses. Reimbursement claims or invoices for such expenses submitted to the Foundation generally contain personal information (name, email address, postal address, contact number, *etc.*, in addition to banking details). All electronic copies of invoices and expense claims received by the Foundation are maintained for a minimum of 7 years after the financial year in which the invoice was submitted or the claim was made.

#### *User Activity Information*

As part of its tracking of usage statistics, and to pinpoint any operational problems, the GOBLET website logs browser IP addresses. These data are never used to identify individuals or organisations.

Additionally, we use Google Analytics to keep user interface logs of your activity in aggregate. We use these data to provide insight into user activity on our site. We do not link IP addresses to any personally identifying information.

To improve the user experience, the website uses cookies to give persistence across browsing sessions. These may endure after quitting the browser; however, they are not used for the purpose of identifying users.

### *User-provided Information*

GOBLET publishes and shares training materials from publicly available websites and user submissions. We store these materials to analyse them textually, to provide features such as contextual search capabilities. We also share their declared metadata, which is accessible to the public in different formats such as linked data.

If you choose to include personal information in your submissions to our website, this information will be publicly accessible. In addition, downloading training materials will include personal information contained therein.

## **II. How we use the Personal Information we collect**

We may use your Membership account information to contact you about your use of GOBLET or about becoming active in GOBLET or about activities happening in GOBLET. We may also use your User Activity Information, Membership account information or User-provided information to maintain, improve and better understand usage of GOBLET and otherwise analyse the performance of the GOBLET website.

## **III. How we may share the Personal Information we collect**

To facilitate its activities, GOBLET uses Google Docs and other collaborative tools to share documents, and to track and invoice membership. GOBLET uses Mailchimp to manage its mailing lists and correspond with its members. Information about GOBLET's work is shared via its email lists, newsletter and reports, and through its website. These may include information relating to the contributions or activities of member organisations or individuals. Members and contributors may opt in and out of the Foundation's general email list at their discretion. GOBLET's email lists are not shared with third parties.

Information from GOBLET's website relating to training events and materials is shared more widely with the community via the TeSS portal ([tess.elixir-europe.org](http://tess.elixir-europe.org)). These data do not include personal information unless such data have been embedded in the event or materials themselves by the event or material creator.

The GOBLET website runs on Drupal and is hosted on Linode, UK. More information about the Drupal privacy policy is available for review at [www.drupal.org/privacy](http://www.drupal.org/privacy). For information about the Linode privacy policy, see <https://www.linode.com/privacy/>.

Other than the third-party service providers identified above, we may disclose your data to third parties in response to a lawful request by public authorities, including to meet national security or law-enforcement requirements, or if, at our sole discretion, we believe this is necessary in order to meet any legal requirement or enforceable governmental request or to identify, contact, or bring legal action against someone who may (either intentionally or unintentionally) be causing injury to or interference with our rights or property, users of GOBLET, or anyone else who could be harmed by such activities.

## **IV. Links to other sites**

Some GOBLET pages link to third-party websites or services (e.g., Twitter, Facebook, PayPal, TeSS, etc.) that are not maintained by GOBLET. The GOBLET Foundation cannot be responsible for protecting the privacy of information users provide when visiting such sites: they are not governed by this privacy statement. GOBLET is not responsible for the privacy practices or the content of any such third-party websites or services.

## **V. Controlling Your Personal Information**

To access, correct, delete or request that your Personal Information be sent to you or someone else, please email: [info@mygoblet.org](mailto:info@mygoblet.org). If you have any other questions or concerns about this policy, please contact the GOBLET Executive at:

Email: [info@mygoblet.org](mailto:info@mygoblet.org)

### **Privacy Policy Changes**

We may update or otherwise modify this Privacy Policy periodically. We shall notify you of changes to this Privacy Policy by posting our policy changes on our website.