

# Heritage Workspace Network Privacy Policy

Last updated: August 2024

We take your privacy seriously and treat all the information you give us with great care. This Privacy Notice is intended to give you an understanding of how and why we use your personal data when you use the Heritage Workspace and supplements any other Historic England privacy notices or policies which may apply.

## About us

This Privacy Notice applies to the Heritage Workspace operated by Historic England ('Workspace'), accessible at: <https://khub.net/web/historicengland>. In this Privacy Notice, whenever you see the words 'we', 'us' or 'our' it refers to Historic England. You can find more information about us in the [Historic England Privacy Policy](#):

When you join the Heritage Workspace, Historic England take joint controller responsibility for the purpose of managing engagement with our Workspace members.

The overall data controller of Knowledge Hub is Placecube Limited (trading as Knowledge Hub). To view Knowledge Hub's privacy notice, please visit: <https://khub.net/privacy-statement>.

## The information we process

**Information provided by you:** This is personal data about you that you give us directly when you interact with us. You may give it to us by interacting with the Workspace or when corresponding with us.

- Personal data provided voluntarily when requesting access to groups within the Workspace.
- Views and opinions: information you provide as part of your engagement with the Workspace, i.e., group posts.
- Other information: information you provide when providing feedback or reporting a problem within the Workspace.

**Information collected or created:** Knowledge Hub will automatically collect information from you each time you engage with the Workspace.

- Usage statistics: information about your interactions with the Workspace, including groups you have joined and posts you have made.

## How we use your information

In general, we collect the above information to administer your membership of the workspace, monitor adherence to Workspace guidelines and evaluate the performance of the Workspace to ensure it continues to meet the needs of heritage sector colleagues. This processing is undertaken in our legitimate interest.

## Reporting and Insights

- To produce anonymised quarterly reports to measure growth of the network, understand our audience and define content strategy.
- To measure changes in visitor or member contributions to the network (and groups within the network) over time.
- To produce ad hoc reports to gain better strategic understanding of the network (and groups within the network) and plan content.

## Moderation

- To moderate membership requests for restricted groups within the network, ensuring that users can join groups with their own community guidelines and the network remains a secure and professional space.
- To moderate group posts within the network, to ensure that community guidelines are upheld, and the network remains a professional space.
- To maintain the network member list that is available to all members, allowing the network to function as a space for professional connection and community.

## How long we keep your information

We will keep your personal data for no longer than is necessary for the purposes for which it is processed, in accordance with our internal policies. How long personal information will be stored depends on the information in question and what it is being used for.

Please refer to Knowledge Hub for information regarding their data retention policies.

## Sharing your personal data

The Workspace is supported by Workspace facilitators who manage and moderate groups as required by the project or specialist discussion area to which that group pertains. Workspace facilitators comprise of internal and external historic environment specialists. Further information regarding Workspace facilitators can be found in the Heritage Workspace Playbook.

When evaluating the performance of the Workspace, facilitators will download your data from Workspace and store it for a limited time on their IT Network, in which case data processors, such as IT service providers, may be used to store your personal data.

## Keeping your information secure

We are committed to ensuring the security and protection of your personal data. Information about the security practices applying to Network Administrators and Workspace facilitators employed by Historic England can be found in the [Historic England Privacy Policy](#).

For information regarding Knowledge Hub's security practices, please visit:  
[https://khub.net/group/guest/help-members/-/knowledge\\_base/logging-in#Security\\_and\\_accessibility](https://khub.net/group/guest/help-members/-/knowledge_base/logging-in#Security_and_accessibility)

## Links to other websites

Workspace members may from time to time refer to or establish relations with companies, organisations and public bodies that will enable you to access their websites directly from the Workspace.

If an external website requests personal information from you (for example, in connection with an order for goods and services) the information you provide will not be covered by Historic England's privacy policy. Each company, organisation or public body operates its own policy regarding the sale of personal data and the use of cookies. We suggest that you read the privacy policy of any website before providing any personal information.

We are not responsible for the content or functionality of these websites. When you click through to any of these websites you leave the area controlled by Historic England. We cannot accept responsibility for any issues arising in connection with the third party's use of your data, the website content or the services offered to you by these websites.

## Your rights

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your rights. For more information about your rights in relation to the personal data we hold about you please visit the [Historic England Privacy Policy](#).

For personal data held and processed by Knowledge Hub, please see Knowledge Hub's privacy notice: <https://khub.net/privacy-statement>. In summary:

- If you need to update your personal data, you can do so by updating your Knowledge Hub profile at any time.
- If you want to request access to or deletion of personal data on the Knowledge Hub platform, please contact Knowledge Hub directly at [support@khub.net](mailto:support@khub.net).

## Changes to this policy

We will amend this Privacy Notice from time to time to ensure it accurately reflects our use of your personal data. The current version of this Privacy Notice will always be available in the Heritage Workspace.