AMICULUM virtual events privacy notice

Data controller:

AMICULUM, The Boathouse, Clarence Mill, Bollington, SK10 5JZ

For the purposes of this privacy notice, AMICULUM shall cover all trading names and companies of AMICULUM Limited.

As part of any AMICULUM virtual event, AMICULUM collects and processes personal data relating to the individuals who attend a virtual event. AMICULUM is committed to being transparent about how it collects and uses those data and to meeting its data protection obligations.

What information does AMICULUM collect?

Data collected may vary for each virtual event and each individual, depending on whether reasonable adjustments are needed to facilitate your attendance at the meeting. This may include, but is not limited to, the below categories:

- Your name and contact details, including email address and telephone number
- Details of your qualifications, skills, and experience
- Whether or not you have a disability for which AMICULUM needs to make reasonable adjustments to aid you in attending a virtual event.

AMICULUM collects personal data from you by you opting to attend a virtual event and by you confirming your attendance through registration on the virtual event platform and any platforms used to register your interest (eg event ticketing platforms).

Data will be stored within the event platform and on other IT systems (including AMICULUM’s email system).

Why does AMICULUM process personal data?

AMICULUM collects personal data from you only for the purpose of:

- Providing you with information relating to the virtual event
- Providing you with information about a future event that you have shown interest in or we think may be of interest to you
- Managing any communications between you and AMICULUM.

AMICULUM has a legitimate interest in processing personal data for the purpose of organizing a virtual event. Processing data from you allows AMICULUM to provide details of the event and to manage the number of people attending the virtual event.

Where AMICULUM relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by your rights and freedoms and has concluded that they are not.
AMICULUM processes health information if it needs to make reasonable adjustments to assist you in attending a virtual event if you have a disability. This is to carry out its obligations and exercise specific rights in relation to the virtual event.

**Who has access to data?**

Your data will be shared within the event team for the purpose of organizing the virtual event and will not be shared internally with any other teams except IT staff where access to the data is necessary for the performance of their roles.

AMICULUM will not share your data with third parties.

**How does AMICULUM protect data?**

AMICULUM takes the security of your data seriously. AMICULUM has internal policies and controls in place to try to ensure that your data are not lost, accidentally destroyed, misused or disclosed, and are not accessed except by our employees in the proper performance of their duties.

**For how long does AMICULUM keep data?**

If AMICULUM has collected your data for the purposes of a virtual event, your data will be deleted 30 days after the end of the virtual event.

If you have consented to also provide your data for employment opportunities, this will be handled differently. For more information, please review AMICULUM’s job applicant privacy notice. [https://careers.amiculum.biz/privacy-policy](https://careers.amiculum.biz/privacy-policy)

These options do not change your rights as a data subject, as outlined in this document below.

**Use of data processors**

Data processors are third parties who provide elements of our virtual event service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organization apart from us. They will hold it securely and retain it for the period we instruct.

If you chose to attend a virtual event, you will provide the requested information to Remo, our virtual event providers. Once you log on to Remo your information will be processed by them and they will hold the information you submit.

You can review Remo privacy notice here: [https://remo.co/privacy-policy](https://remo.co/privacy-policy).

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to AMICULUM. However, if you do not provide the information, AMICULUM may not be able to provide you access to a virtual event.
Your rights

As a data subject whose personal information we hold, you have certain rights. If you wish to exercise any of these rights, please email careers_privacy@amiculum.biz You can:

- Access and obtain a copy of your data on request
- Require AMICULUM to change incorrect or incomplete data
- Require AMICULUM to delete or stop processing your data, for example where the data are no longer necessary for the purposes of processing
- Object to the processing of your data where AMICULUM is relying on its legitimate interests as the legal ground for processing
- Ask AMICULUM to stop processing data for a period if data are inaccurate or there is a dispute about whether or not your interests override AMICULUM’s legitimate grounds for processing data

Contact us

If you have any comments, questions or suggestions about our handling of your personal data please contact AMICULUM via email at careers_privacy@amiculum.biz or write and post to AMICULUM, The Boathouse, Clarence Mill, Bollington, SK10 5JZ.

Should you wish to discuss a complaint, please feel free to contact us using the details provided above.

All complaints will be treated in a confidential manner. Should you feel dissatisfied with our handling of your data, or about any complaint that you have made to us about our handling of your data, you are entitled to escalate your complaint to a supervisory authority within the European Union. For the UK, this is the Information Commissioner’s Office (ICO), who is also our lead supervisory authority. Contact information can be found at https://ico.org.uk/global/contact-us.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to our privacy notices

We keep our privacy notices under regular review. This privacy notice was last updated on 4 January 2021