

## **Conference and Events Attendees – Privacy Notice**

### **Information that we collect and use about you**

The University collects and uses the following personal information about people who attend our events and conferences, online or in person.

(Please note that we do not hold all categories of personal information for all events and conferences and the information we collect we depend on the format of the event)

- Your personal details: your title, names
- Your contact details: postal addresses, email addresses, telephone numbers
- Your contact and marketing preferences
- The organisation you work for and your position.
- Information about your disabilities, accessibility needs and dietary needs for which you may need support
- Financial information for the purposes of paying for the registration fee if a paid event.

We collect this information during the registration processes either directly from you or from your teacher/ school organiser if under the age of 18.

### **Why we process this information, and our lawful basis**

We collect and use your personal information for the purpose of providing conferences and events to students and the wider public.

There are several lawful bases on which the University will process your personal information. These are:

- to comply with our legal obligations under equalities, health and safety, safeguarding and higher education governance legislation
- to enable the University to deliver its public tasks to provide teaching, promote research and administer the University
- where you have consented to us contacting you with information about the University and the activities and opportunities it provides or to the use of the Attendee Event app.

## **Disclosing your information**

The University may share your personal information in the following ways:

- to comply with our legal obligation to provide information to bodies that record data about equalities. Your information will be anonymised before sharing with these third parties.
- to confirm your membership status if the registration fee contains membership to another University department or external organisation and you have consented to this membership.
- to provide information to third parties that are organising events on our behalf. This may include sharing information regarding your disabilities, accessibility needs and dietary needs.

The third-party suppliers we use for IT support may also have access to your personal information in order to provide these services to the University.

We may disclose personal information to other recipients in exceptional circumstances or when required to do so by law.

We will transfer your personal information to countries and organisations outside the UK where necessary to provide the online events and conferencing platform. We have agreements in place with our partners to safeguard your information.

## **How long your information is kept**

The University retains personal information of events and conference attendees for up to four years.

Payment information will be retained for seven years.

Where you have consented for your details to be included in our marketing lists, we retain your name and contact details indefinitely, until you choose to unsubscribe or ask us to remove your details.

## **Your rights**

You have rights to obtain a copy of your personal information, and to ask us to correct inaccurate or incomplete personal information. More information on rights can be found at [Your Rights | About | The University of Aberdeen \(abdn.ac.uk\)](#).

Queries about how your data is processed can be addressed to the Information Governance Team at [dpa@abdn.ac.uk](mailto:dpa@abdn.ac.uk) and you can also contact the Information Commission (ICO) for guidance or to raise concern.