

Dear Author, Speaker and / or Delegate,

**General Data Protection regulation- Privacy Notice**

This privacy notice explains our position regarding compliance with the new General Data Protection Regulation (EU) 2016/679 ("GDPR") that came into effect on 25 May 2018 which aims to protect the privacy of all EU citizens and prevent data breaches.

We are mindful that we have a legal obligation to meet the transparency requirement and as such we are informing you that the University of Aberdeen as a public authority is processing your personal data (as defined in Article 4 of the GDPR) under Article 6(1) (b) of the GDPR for the performance of the attached contract to which you as the Author / Speaker and / or Delegate are the data subject and are party to the Contract, to enable the University of Aberdeen to administer the event and to process payment/registration for the event.

Under the new GDPR you as the "Author / Speaker and / or Delegate" are a data subject and will have the right to ask for a copy of the information we hold on you, the right to ask us to correct any inaccuracies in that information. The University will retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for the personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. We are currently updating our Data Retention Policy which will detail the periods for which we retain personal data and the criteria determined for setting these periods.

Under Article 20 of the GDP you have the right to data portability. If you would like more information please contact the Data Protection Officer at [dpa@abdn.ac.uk](mailto:dpa@abdn.ac.uk).

Yours faithfully

Nicola J. Pearce

Commercial and Business Development Consultant

