

## PRIVACY NOTICE

### CONFERENCE ASTON

#### **Data Collection and Privacy Notice**

Conference Aston processes personal data as a “Data Controller” as defined in the Data Protection Act 2018 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by Conference Aston and processed as described below. The most up to date version of this privacy notice is published on the University’s website.

#### **What we collect**

The personal data which we process includes details about any bookings you have made, your payment details, your job title and whether you are a conference organiser or a delegate. It also includes personal details about you such as your name, address and date of birth. It may also include information about your health (for example, information about allergies and food intolerances), disability status, ethnicity, or religion, if you have provided these. This is classed as “Special Category” Data under the GDPR. We may also process still and video images of you on our CCTV system. These will be used for security purposes only.

#### **Your rights**

The DPA and the GDPR give you the right to know what information is processed about you and how it is processed. You also have the following rights (limited in certain circumstances):

- to access your personal information;
- to rectify inaccurate information;
- to restrict processing of your information; and
- to object to processing of your information.

#### **Data transfers to other countries**

Your personal data may be transferred to countries outside the European Union for the purposes described above. Conference Aston will only transfer personal data outside the European Union where adequate safeguards are in place.

**Event and Accommodation Booking and Management**

We will process your personal data in the course of dealing with any booking made by you or on your behalf. The data will be used in order to allow us to manage any corporate events that you have booked or are attending, or any hotel, restaurant or other hospitality service that you have booked or are attending.

We will process your personal data for the purpose of event booking and management on the grounds of our legitimate interest (GDPR Article 6(1)(f)). We will process Special Category Data (e.g. information relating to your health or disability status) if you have made us aware of it (GDPR Article 9(2)(e)). This information will only be used to enable us to provide appropriate services in connection with a booking you have made.

**Marketing**

We would like to use your personal details so we can stay in touch, share news of Conference Aston events that may be of interest to you, and to offer benefits such as discounts. We would like to do this by sending you marketing materials by post and email. We may also wish to contact you to get your feedback on your experience as a guest or delegate at Conference Aston.

We will process your personal data in the case of communication by email and post on the basis of your consent. You have the right to opt out of this type of processing at any time. We occasionally conduct marketing activities by telephone. We will not contact you for this purpose by telephone if you are registered with the Telephone Preference Service (“TPS”) unless you tell us that we can.

**Consent**

I consent to my personal data, including my personal email address, being processed so Conference Aston can contact me to share news, invite me to events and offer benefits. I understand that I may opt out of receiving these communications at any time.

- Yes, please keep me up to date by email
- Yes, please keep me up to date by post
- Yes, please keep me up to date by telephone

Name .....

Address .....

Signature .....

**Compliance with the UK Government's Prevent Strategy**

If you are a guest speaker, facilitator, host or trainer at an event at Conference Aston, we are required to carry out certain checks to ensure we adhere to the UK Government's Prevent Strategy. The information collected for this reason may include Special Category Data.

We will process your personal data for this purpose on the grounds of our legal obligation (GDPR Article 6(1)(c)). Special Category Data will be processed on the grounds of substantial public interest (GDPR Article 9(2)(g)).

**Public and Administrative Functions**

We may process your personal data, including sensitive/special category data, for statistical and research purposes. We may also need to process your data for the purposes of law enforcement and fraud detection.

We will process your personal data for this purpose on the grounds that the processing is necessary for the performance of a task carried out in the public interest (GDPR Article 6(1)(e) and GDPR Article 9(2)(j)).

**Security**

Your safety and security is very important to us. We will therefore process your personal data, including images captured by CCTV, to ensure the safety and security of you and your possessions, and to secure our premises. In certain circumstances we may also use body-worn video cameras. The use of CCTV on our premises is governed by Aston University's CCTV Code of Practice which can be found at <https://www2.aston.ac.uk/about/security/cctv>.

We will process your personal data for this purpose on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

**Compliance with NHS Test and Trace**

If you are a guest at Conference Aston in any capacity, we are required to process your personal data to comply with the requirements of NHS Test and Trace (or any superseding or replacing framework). Your data may be shared with Public Health England (or any successor body) and other public bodies in order to fulfil these obligations.

We will process your personal data for this purpose on the grounds of our legal obligation (GDPR Article 6(1)(c)). Special Category Data will be processed on the grounds of substantial public interest (GDPR Article 9(2)(g)).