

PRIVACY NOTICE FOR ALL DATA PROCESSING ACTIVITIES

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. This notice may be updated at any time. You can download a pdf version of the most up to date version and our Data Protection Policy and Procedures at www.aston.ac.uk/dataprotection.

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

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

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

You have the right of access to your personal information. You also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

Automated decision-making

Conference Aston will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention.

Data transfers to other countries

Your personal data may be transferred to countries outside the European Economic Area for the purposes described above. Your personal data will only be transferred to countries whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards are in place to protect your personal data.

How we process your data

Conference Aston will process your personal data for the following purposes.

Purpose 1 – 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.

Legal basis for processing your information for Purpose 1

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.

Purpose 2 – 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.

Legal basis for processing your information for Purpose 2

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

Purpose 3 – 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.

Legal basis for processing your information for Purpose 3

We will process your personal data for the purposes of Purpose 3 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)).

Purpose 4 – 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.

Legal basis for processing your information for Purpose 4

We will process your personal data for Purpose 4 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)).

Purpose 5 – Security

Your safety and security is very important to the University. 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 the University’s campus. 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>.

Legal basis for processing your information for Purpose 5

We will process your personal data for Purpose 5 on the grounds of our legitimate interest (GDPR Article 6(1)(f)).