

CONFERENCES AND EVENTS PRIVACY NOTICE

Data Collection and Privacy Notice

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 1998 (“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 the University and processed as described below. This notice may be updated at any time. The most up to date version can be found at www.aston.ac.uk/dataprotection.

Your personal data will be processed in compliance with the Data Protection Act 1998, and from 25 May 2018 with the General Data Protection Regulation (GDPR).

What we collect

The personal data which the University processes about you will include personal details such as your name, contact details and address.

The personal data which the University processes also includes Information about your disability status, ethnicity, sexual orientation, gender reassignment or religion, which is classed as “Sensitive Personal Data” under the DPA, and “Special Categories of 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.

Under the General Data Protection Regulation you will have the right of access to your personal information. You will 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

The University will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention. You have the right to opt out of automated processing at any time and to require that decisions are assessed by a person.

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

The University will process your personal data for the following purposes.

Purpose 1 – Event Booking and Management

The University will process your personal data when you register and attend an event. This is to assist us with understanding how many individuals will attend an event and the arrangements that we have to put in place to ensure that the event can operate appropriately.

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 value your interest in the University and would like to keep in touch with you. We would like to use your personal details for the purpose of sending you marketing materials such as invitations to future events, newsletters and magazines by post and email.

Legal basis for processing your information for Purpose 2

We will process your personal data in the case of communication by email for marketing purposes on the basis of your consent. You have the right to opt out of this type of processing at any time. We will not contact you for this purpose 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 the University can contact me to share news and invite me to events. 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 text
- No thanks, please **do not** contact me by post
- No thanks, please **do not** contact me by telephone

Purpose 3 – Photographs

We may wish to process your personal data in order to take photographs of you to use in the University's marketing campaigns, on its website and displays. The photographs may include your name and details about you. For example, if you attend an event, it may state your name and the event you attended.

Legal basis for processing your information for Purpose 3

We will process your personal data in the case of taking photographs of you on the basis of your consent. You have the right to opt out of this type of processing at any time. However, in the event that you withdraw your consent on promotional campaigns which have already been printed, we will ensure that your image is no longer processed in any future campaign.

Consent

I consent to my personal data, including my image and name being processed so the University is able use it in marketing campaigns, on its website and displays. I understand that I may opt out of my personal data being processed at any time.

- I consent to my personal data being used on the University website
- I consent to my personal data being used in poster campaigns at the University
- I consent to my personal data being used in printed communications such as magazines and newsletters
- No thanks, please **do not** process my photographic image for any marketing campaign at the University.

Purpose 4 – Videos

We may wish to process your personal data in order to use videos of you in the University's marketing campaigns, on its website and YouTube account. The videos may include your name and details about you. For example, if you attend an event, it may state your name and the event you attended.

Legal basis for processing your information for Purpose 4

We will process your personal data in the case of using videos of you on the basis of your consent. You have the right to opt out of this type of processing at any time.

Consent

I consent to my personal data, including my image and name being processed so the University is able use it in marketing campaigns, on its website and YouTube account. I understand that I may opt out of my personal data being processed at any time.

- I consent to my personal data being used on the University website
- I consent to my personal data being used on the University's YouTube account
- No thanks, please **do not** process my video image for any marketing campaign at the University.

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.

Legal basis for processing your information for Purpose 5

The processing of your personal data is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

Purpose 6 – Applicable Laws

The University is under an obligation to comply with applicable laws which includes health and safety law, the prevention of fraud and bribery and compliance with counter-terrorism legislation. The University will process your data to ensure that it complies with the relevant legislation.

Legal basis for processing your information for Purpose 6

The processing of your personal data for Purpose 6 is necessary on the grounds of the University fulfilling its legal obligations (GDPR Article 6(1)(c)). The processing of Sensitive Categories of Data is necessary on the grounds of the University fulfilling its legal obligations (GDPR Article 6(1)(c)) and complying with laws which are in the public interest (GDPR Article 9(2)(g)).

Purpose 7 – Emergencies

There may be circumstances where the University needs to contact an emergency contact that you have specified or the emergency services in the event of an accident or illness.

Legal basis for processing your information for Purpose 7

We will process your personal data on the grounds of vital interests (GDPR Article 6(1)(d)). The processing of Sensitive Categories of Data is necessary on the grounds of the University protecting your vital interests (GDPR Article 9(2)(c)).