

Conference and Events Attendees – Privacy Notice for EventsAir

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 will depend on the format of the event)

- Your personal details: your title, names
- Equalities information: your ethnic origin
- 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.

Recordings

A recording of the event is taken even when the event is livestreamed to ensure that there is a copy available should livestream fail, and to share with the intended audience where there is a requirement to do so.

A recording of this event may be made available after the event through an approved platform. The recording will only be shared with the participants who attend the event.

The personal information to be collected and used includes:

- An audio and visual recording including identifiable images of individuals;
- Any information you choose to share during the event

The camera will be focused primarily on the speaker, staff and members of the public delivering the event; however, members of the audience/participants may be captured during filming. Where possible, an area within the venue will be designated for individuals that do not wish to be on camera.

Where a recording is shared with the intended audience following the event, the recording will be made available on Youtube on a closed channel.

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, undertake 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.
- to host an event on behalf of another party, where it is in our legitimate interests, or those of a third party.

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 comply with our obligations to provide information to funding and research bodies.
- 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 share your name and contact details with third parties that we provide conferencing events on behalf
- to share your name and contact details with third parties that host our conferencing events (where you have consented to do so)
- 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.
- To provide information and recordings with third parties that we are organising events on behalf of, or in partnership with

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.

Youtube can re-use images and footage for the purpose of improving and publicising their own services. The Youtube privacy notice can be accessed here: [Privacy Policy – Privacy & Terms – Google](#)

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 in regard to how your personal data is processed and 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 and you can also contact the Information Commission (ICO) for guidance or to raise concern.