Privacy Notice - PESGB

Our contact details

SAS Event & Association Management
The Old George Brewery
Rollestone Street
Salisbury. SP1 1DX
UK

T: +44 (0)1722 339811
E: kim@sasevents.co.uk

Controller & Processor

PESGB is the 'Controller' of the personal data you provide to us and can be contacted at pesgb@sasevents.co.uk SAS Event & Association Management is the 'Processor' of the personal data you provide to us and can be contacted at registration@sasevents.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Contact details (name, address, telephone number, email address)
- Organisation, special requirements (dietary or mobility)
- Employment status, concession eligibility, gender
- Payment details

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for the following reason:

- To secure your attendance and/or participation at the event

We also receive personal information indirectly, from the following sources in the following scenarios:

- The Controller – membership information
- The event photographer - for the Controller's marketing purposes

We use the information that you have given us in order to:

- Make all necessary arrangements with you regarding your attendance at or participation in the event e.g., sending event-specific information, providing tickets or badges, raising invoices and arranging payment of fees, organising special / dietary requirements, secure access to the venue(s), published attendee lists and sending you post-event materials.

We may share this information with:

- The Controller and their representatives
- Venue(s)

- Caterer(s)

Under UK and EU General Data Protection Regulation (UK GDPR and EU GDPR), the lawful bases we rely on for processing this information are:

a) Your consent
b) We have a contractual obligation

How we store your personal information

Your information is securely stored on systems and servers within the UK, European Union and the USA. We have technical & organisation security measures in place to oversee the effective and secure processing of your personal data.

Invoices are retained for a minimum of 6 years, as determined by UK tax law, after which time they are destroyed.

If you opt in for future marketing information, we keep your basic contact details until you notify us that you no longer wish to receive this information or until the contract with the Controller ends.

PESGB is required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 7 years after which time it will be destroyed.

We will then dispose of your information by purging the event and marketing databases in accordance with the instructions from the Controller.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact our Data Protection Officer representative, Kim Thurlow, at the following if you wish to make a request.

SAS Event & Association Management
The Old George Brewery
Rollestone Street
Salisbury. SP1 1DX
UK

T: +44 (0)1722 339811
E: kim@sasevents.co.uk

How to complain

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer representative, Kim Thurlow, who will investigate the matter.

SAS Event & Association Management
The Old George Brewery
Rollestone Street
Salisbury. SP1 1DX
UK

T: +44 (0)1722 339811
E: kim@sasevents.co.uk

UK Individuals

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law UK individuals can complain to the supervisory authority in the UK, the Information Commissioner's Office (ICO).

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Helpline number: 0303 123 1113
ICO website: https://www.ico.org.uk

EU Individuals

EU Individuals EU individuals, whose personal data is subject to EU GDPR, may also complain to our EU Representative if you are unhappy with how we have used your data.

Marina Watt
protocol Destination Management Company
Paseo Cerrado de Calderón, 18,
29018 Málaga Spain

T: +34 952 20 71 39
E: marina@dmcspain.com