

Privacy Notice – EPDA

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

EPDA is the 'Controller' of the personal data you provide to us and can be contacted via kim@epda.com. 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/Company, IP Address
- Dietary/special requirements, event photos

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 one of the following reasons:

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

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

- The Controller - membership details to manage your membership

We use the information that you have given us to:

- Make all necessary arrangements with you regarding your attendance at or participation in the event. This includes but is not limited to sending event-specific information, raising invoices and arranging payment of fees, secure access to the event venues, facilitating networking and communication during the event, publishing the delegate list and sending you post-event materials.
- Confirm your membership, e.g. raising invoices and arranging payment of membership fees.

We may share this information with:

- The Controller and their representatives
- The venues
- Speakers/Presenters
- Other delegates

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

We will not disclose your details to any third parties other than those requiring the information to produce the event, which may include: The Controller, facilitators and other attendees.

Images and/or video footage from the conference may be shared by other attendees via social media.

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 a 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.

Financial records will be retained for the statutory 6 years as required by UK law and thereafter destroyed.

Registration data will be returned as an Excel spreadsheet to the controller at the end of the services contract with SAS Event Management - 3 months after the event. Thereafter all databased, lists and records will be erased and are non-recoverable.

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

If you are not satisfied with our response, or believe we are processing your personal data not in accordance with the law EU individuals, you can contact our EU representative to complain to the supervisory authority in the EU.

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

E: marina@dmcspain.com

T: +34 952 20 71 39