

PRIVACY NOTICE – BCO PRESIDENT’S LUNCH 2024

SAS Event & Association Management (SAS) is a trading name of Meeting Makers Limited and is subject to both the UK and EU General Data Protection Regulations (UK GDPR and EU GDPR) and understands the importance of privacy and protecting your personal data.

This Privacy Notice applies to the *BCO President’s Lunch 2024* and to any other dealings which we may have with you.

Controller

The *British Council for Offices (BCO)* is the ‘Controller’ of the personal data you provide to us and can be contacted at mary.economidou@bco.org.uk. SAS Event Management is the ‘Processor’ of the personal data you provide to us and can be contacted at registration@sasevents.co.uk

We collect the following data from you

When you contact us

- When you contact us via the website, you may do so by telephone, email or post. This will include your contact details. This information is processed and stored in order for us to contact and respond to your query.

The legal bases for processing your personal data in this regard are:

- Your consent
- At your request prior to entering into a contract

This information may be shared with the following third parties, as appropriate:

- *The BCO* and their representatives, whose event your query is in relation to
- Our suppliers who help us to bring the event to fruition e.g. third-party payment processors
- Credit and identity checking service providers, law enforcement, regulatory bodies and fraud prevention agencies, to comply with our legal obligations or to help tackle fraud or investigate any breach of the website terms and conditions of this Privacy Notice.

When you register for the event through us

- Information that you provide by completing forms or registering via the website or by dealing with us by telephone, email, in person or otherwise. This will include full contact details, as well as special / dietary requirements and other event specific information. You will find explanations as to why we are collecting certain data and what we will do with it on the registration form.

The legal bases for processing your personal data in this regard are:

- Your consent
- It is necessary for the performance of a contract between you and us/event (ie for us to process and complete any event registration which you would like)

This information may be shared with the following third parties, as appropriate:

- The BCO and their representatives, whose event your query is in relation to
- Our suppliers who help us to bring the event to fruition e.g. caterers

- Credit and identity checking service providers, law enforcement, regulatory bodies and fraud prevention agencies, to comply with our legal obligations or to help tackle fraud or investigate any breach of the website terms and conditions of this Privacy Notice.

Data Transfers

If we intend to transfer your personal data outside of the UK to the European Economic Area (EEA), it is under UK adequacy agreements. Data transferred to non-EEA countries is on the basis of standard contractual clauses which have been put in place with these third-party recipients.

Data Retention and Storage

SAS cares to ensure the security of personal data. When SAS collects information about you, we also make sure that your information is protected from unauthorized access, loss, manipulation, falsification, destruction or unauthorized disclosure. This is done through appropriate technical and organisational measures.

We will keep your personal data for as long as instructed by our client (in respect of events) or for as long as you are a client of ours. After this period, we will retain your personal data to comply with our legal obligations. If we have had a contractual relationship with you, we will store your personal data for six years after the contract ends. After this period, we will delete your personal data in a safe and secure manner.

Your Rights

Access to information

You have the right to request a copy of the information that we hold about you. You can do this by contacting us at registration@sasevents.co.uk. In order to comply with your request, we will ask you to verify your identity. We will send your copy electronically, unless the request expressly specifies a different method.

Rectification & erasure

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. Any data that is no longer needed for the purposes specified will be deleted. If at any point you wish SAS to delete information about you, you can contact us to request we do so.

Restriction of processing

We will be required to restrict the processing of your personal data in the following circumstances:

- where you contest the accuracy of the personal data, we should restrict the processing until we have verified the accuracy
- where you have objected to the processing (where it was necessary for the performance of a public interest task or purpose of legitimate interests), and we are considering whether our organisation's legitimate grounds override those of the individual
- when processing is unlawful and you oppose erasure and request restriction instead
- if we no longer need the personal data but you require the data to establish, exercise or defend a legal claim

If we have disclosed the personal data in question to third parties, we will inform them about the restriction on the processing of the personal data, unless it is impossible or involves disproportionate effort to do so.

Data portability

You may request your data, in order to move it elsewhere. Providing the information does not prejudice the rights of any other individual, we will complete the transfer within one month, in XLSX or CSV format, free of charge. If requested, we will transmit the data directly to another organisation.

When this Policy applies

This Privacy Policy is applicable to the services offered by SAS Event & Association Management in respect of the BCO President's Lunch.

Contact us

If you have any concerns about our use of your personal information, you can make a complaint to us at:

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

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

UK Individuals

UK individuals, whose personal data is subject to UK GDPR, may also complain to the ICO if you are unhappy with how we have used your data.

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, 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