

Women in Westminster: The 100
Privacy Notice

Political Engagement Limited (“we”, “us”, “our”), is responsible as data controller for the processing of personal data you provide when you nominate, are nominated or register for the *Women In Westminster: The 100* event (“the Event”). This Privacy Notice aims to inform you on the personal data processing we carry out and on your rights.

The personal data

By nominating or registering for the Event, you are providing us with your personal data and contact information as requested in the online form.

In the case of group bookings or bookings made on an individual’s behalf, please ensure you have sought the individual’s prior approval to submit their information.

Other people may nominate you for an award and provide us with your contact information as requested in the online registration form.

The personal data collected in the registration and the nomination form is:

- your title;
- your name;
- your suffix;
- your job title;
- your organisation;
- your organisation postal address
- your work email address;
- your work telephone number;
- your twitter handle (if applicable)
- your accessibility or dietary requirements.

Recording of sessions: video recordings which will contain images of you, your presentation, any opinions you contribute and anything that you say about yourself.

In a nomination form, the nominator will be given the option to provide a short description of your personal and career achievements which they believe should be recognised. Once the shortlisted nominees are selected, we will contact you to inform you that you have been shortlisted.

If you have been selected to be a member of our jury panel, your personal data will have been collected during previous events or the Event we have hosted or are available in the public domain. The personal data collected is similar to the data mentioned above from which we shall create a brief profile of you for the Event.

Purpose of the processing your personal data for the Event

We will use your personal data to hold the Event, and this will include to:

- register and facilitate your attendance at the Event either physically, online streaming or live broadcast;
- invite you to the Event ceremony;
- analyse attendance at and any subsequent communications in relation to the Event;
- provide you with updates and details relating to the Event;
- set up judges’ panel;
- handle nominations for the Event;
- manage delegate, sponsor and customer contacts, queries, complaints or disputes;
- take photographs and record videos to make a record of the Event, and to produce promotional material to advertise the Event and to promote future events; and
- handle any legal claims or regulatory proceedings and ensure legal and regulatory compliance.

Legal basis of processing your personal data for the Event

The legal basis relied on by us for processing your personal data in relation to your attendance at the Event, and promoting it, is out of necessity for the performance of a contract in which you are a party, which is your registration for the Event.

The legal basis relied on by us for processing your personal data in relation to your nomination is legitimate interest to consider you for the award category for which you have been nominated.

We may photograph, film and live broadcast the Event, which may feature group shots of event attendees. The legal basis relied on by us for processing your personal data in relation to taking photographs and recording videos of the Event is legitimate interests. The legitimate interests are in having a record of the Event and the means to promote the Event, including in future years.

To the extent that you provide, in the registration form or by subsequent email, special categories of data (including data revealing health or medical details), the legal basis for our processing such information is your explicit consent and our purpose is to ensure your safety and wellbeing at the Event.

Where special categories of data are communicated in nomination forms, the processing only relates to personal data which are manifestly made public by you.

Where you provide us with any information on your dietary requirements in the online registration form you consent for us, the venue and/or the catering provider to process this information for the purpose of providing you with catering services.

Purpose of other processing

We will also use your personal data for marketing or other commercial purposes including to:

- provide you with updates relating to other conferences you might be interested in;
- inform you about similar events we intend to hold in the future;
- market certain goods or services which we believe will be of relevance or interest to you;
- improve existing products and services and develop new products and services; and
- photograph and/or record the Event for business and promotional purposes.

This may include contacting you from time to time by email, social media, post or phone.

We solely collect business emails for legitimate interest purposes and do not intentionally collect personal emails. However, if you choose to register with your personal email, you retain the right to withdraw consent for marketing communications at any time, without penalty to you.

Legal basis for other processing

The legal basis relied on by us for communicating marketing to you is legitimate interests. Our legitimate interests are to promote our business and events that could interest you, and to monitor the effectiveness of promotional campaigns.

Sharing your personal data with third parties

We share your personal data included in your nomination with members of the jury panel which may include our sponsors. This is based on legitimate interest to run the Event. The list of the members of the jury panel is available on the [Event website here](#).

Sponsors may use your personal data to congratulate you and send communications that may be of interest.

A list of all the Event sponsors is available on the [Event website here](#).

We may communicate your personal data to the venue, caterers and other subcontractors of the Event to help in the organisation of the Event.

A list containing your name, job title and company which you work for may be provided to the Sponsors.

We may provide your personal data to other companies within our group for the purposes set out above, including marketing purposes. Further information on how we hold and treat your personal data can be found at <https://www.totalpolitics.com/docs/privacy-policy.pdf>

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors who provide IT, email, document management, and storage services (including cloud hosting).

We may also provide your personal data to the following and would refer you to their privacy notices for further information on how your personal data shall be handled by them:

- EventsAir – our online bookings service provider
- House of Commons - our partner venue for the physical hosting of the Event

Retention

We keep your personal data for as long as it is necessary for our legitimate business and legal purposes.

Where we retain your information for events and contract fulfilment, we will retain for the period required by applicable law for legal, tax, and accounting purposes. This will be a minimum of six years.

Where we store your information for marketing purposes, we retain it for three years from your last engagement.

Your Rights

- You have the right to request information about how your personal data are processed, and to request a copy of that personal data;
- you have the right to request that any inaccuracies in your personal data are rectified without delay;
- you have the right to request that any incomplete personal data are completed, including by means of a supplementary statement;
- you have the right to request that your personal data are erased if there is no longer a justification for them to be processed;
- you have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted;
- you have the right to object to the processing of your personal data where processing is based on legitimate interests. Please see the unsubscribe link provided in our email marketing or contact us at the address below to object to any of our processing;
- you have an absolute right to object to the processing of your personal data being used for direct marketing purposes, and to withdraw consent for third party advertising; and
- you have the right to request the transfer of your personal data that you have provided, and for it to be provided in a structured, commonly used machine-readable format.

Please contact us at the addresses below if you would like to exercise any of these rights or have any queries regarding our use of your data.

International Transfers

We are part of The Total Politics Group which is a global business which means your personal data may be accessed by our group companies or certain service providers from locations outside the European Economic Area (EEA). To ensure your personal data is given substantially similar protection as are provided in the EEA we use safeguards approved by the European Commission and have in place international data transfer agreements between our companies and our service providers where data is transferred outside the EEA.

Contact Details

We are the data controller for your personal data. Our contact details are:

Total Politics
11th Floor
Millbank Tower
21-24 Millbank
London
SW1P 4QP
E: dataprotection@totalpolitics.com

If you have any questions, comments, or requests regarding this Privacy Notice or our practices relating to use of your personal information, please contact us at dataprotection@totalpolitics.com.

We are committed to safeguarding and respecting your personal information and privacy.

Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk