

Overview

Brightelm Limited ("Brightelm", "Brightelm Limited", "us", "our" or "we") has been appointed by the BCECA to manage registration of all attending BCECA Annual Conference 2025, taking place on 8th October 2025 online, using EventsAir. Brightelm Limited use EventsAir as a tool to process all data collected for registration. Data will be stored on the EventsAir servers based in Germany. Brightelm Limited processes personal data and is a 'data processor' in relation to your personal data (registered with the Information Commissioner's Office (ICO), alongside EventsAir (also "data processor"). BCECA processes personal data and is a 'data controller' in relation to your personal data (registered with the Information Commissioner's Office (ICO) under registration number [INSERT]). In this Privacy Notice, in accordance with our responsibilities under the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we set out what information we collect, why we collect it, where we collect it from and with whom we will share it. We also outline your rights in relation to the information. The notice is subject to change and any changes in the future will be notified on this page. By continuing to work with us and supporting our activities, you are agreeing to such changes. We recommend you check this privacy notice using the following links for more details:

BCECA Privacy Notice - <https://www.bceca.org.uk/privacy-policy>

Brightelm Limited Privacy Notice - <https://www.brightelm.co.uk/privacy-policy/>

EventsAir Privacy Notice - <https://www.eventsair.com/privacy>

By submitting or providing your personal information, you are consenting to Brightelm Limited processing and using it in accordance with this notice, and sharing the data collected with EventsAir and BCECA to deliver the service of registration and access to the virtual platform for attending the event. If you have any questions or comments regarding this notice, or you wish to exercise any of your rights (see below), you should contact admin@bceca.org.uk . You can also contact the Data Protection Officer by email at admin@bceca.org.uk

1. Information that we collect from you

1.1 Information you give us

We currently collect and process the following information for registration.

- Title
- Email address
- Additional Email
- First name
- Last name
- Organisation
- Position/Job Title
- Billing address, for invoicing and financial purposes

1.2 Cookies

EventsAir collects cookies by default. Please see the EventsAir Privacy Policy for more information - <https://www.eventsair.com/privacy>

2. How we get the personal information and why we have it

2.1 How we get the personal information

Most of the personal information we process is provided to us directly by you for one of the following reasons. For **registration**, Brightelm Limited will collect your data using one or more of the registration pathways built in EventsAir. All data is stored securely in EventsAir. For access to the event platform. The event is hosted within the EventsAir environment and your data is not shared with other parties for you to access the virtual environment of the event.

2.2 Why we have this personal information

Brightelm Limited processes the information to:

- Allow those who wish to attend BCECA Annual Conference 2025 to make payment to attend.
- Provide access to the virtual environment.
- Provide key information on how to join the virtual environment.
- Provide a link to complete feedback for the event.
- Fulfil any other services clearly stated within the registration form.

3. How we handle the data we collect from you

3.1 Data Protection Legislation

BCECA is the data controller for your personal data that it collects. As your data controller the BCECA has notified its activities to the Office of the Information Commissioner as required under the GDPR and is listed in the Public Register of Data Controllers. Personal information will only be collected and/or processed by BCECA in accordance with the GDPR.

3.2 Disclosure of your information

- Except as set out in this policy or as required by law, your personal data will not be provided to any third party without your prior consent.

3.3 Consent

- Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing membership information is (a) Consent: Your consent. You are able to remove your consent at any time. You can do this by contacting admin@bceca.org.uk. Please also see 3.4.
- We will use the details we collect to keep you informed about BCECA Annual Conference 2025. We use EventsAir to send emails. By submitting your information, you acknowledge that your information will be transferred to EventsAir for processing.
- We will not share your data with anyone outside of the Brightelm Limited and BCECA and its governing bodies.

3.4 Data retention

Data will be kept for up to six months after the final day of the event for financial reconciliation, event communications and reporting purposes. After this data, all personal data will be anonymised and archived from EventsAir in accordance with this policy.

4. Links to external websites

This website may contain links to other websites that are outside Brightelm Limited and BCECA's control and are not covered by this privacy policy.

5. Changes to our privacy policy

We regularly review our Privacy Policy and updates will appear on this page. This policy was last updated on 07/05/2025.

7. Your rights

You can find out more information about your rights under data protection law on the ICO website (<https://ico.org.uk/your-data-matters/>).

You have a right to withdraw your consent to be in our database at any time by emailing admin@bceca.org.uk

You have the right to have inaccurate data corrected. Please let us know if your data is inaccurate by contacting admin@bceca.org.uk

You have the right to access information held about you. Please email admin@bceca.org.uk if you would like to request this.

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.

8. How to contact us

Should the information we hold about you be incorrect, you can change and update your personal information, and you can have your information corrected by contacting us at admin@bceca.org.uk

The Data Controller

BCECA is the Data Controller and is committed to protecting the rights of individuals in line with Data Protection legislation.

We allow you to challenge data we hold about you and where appropriate you may have the data erased, rectified, amended, or completed. For complaints or queries about the privacy policy or data protection queries generally please contact:

Email: admin@bceca.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

ICO's address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>