

Data Processing Consent

The Gemmological Association of Great Britain
Company number: 01945780

Preservation of your privacy is important to Gem-A and we are committed to letting you know how we use your personal information and to making only responsible use of your data in accordance with legal requirements.

How we use your personal data

We use your personal information to manage your event account hosted using our trusted software provider, EventsAir and / or to provide the services we deliver / you have requested from us through our trusted event management agency, Brightelm. We never share your information with third parties, unless it is necessary to deliver our services. Examples of this include, but are not limited, to:

- Sharing data with our event venues for security and safety purposes, or to ensure our accessibility obligations are met;
- Sharing data with our external event staff or volunteers.

We never share your information with third parties for marketing purposes without asking for specific, unambiguous consent. For example, some of our events may be delivered alongside a relevant partner (a commercial partner, charitable partner or otherwise). On some occasions, we might ask you if we can share those details with the partner. This will be very clear on the event sign up form. If in any case, this consent is not received then your data will not be shared.

Recipients of data

The following categories of supplier, relating to this event only, may receive your data in order to fulfil your attendance at the event: Venue, caterer, 3rd party planner, 3rd party technology provider.

Storing of personal data

Your personal data will be stored for a maximum of 6 months following delivery of the service, after which point it will be anonymised, unless there is a legal requirement to keep it, e.g. financial records.

Your rights

To update your data – If you wish to access or amend personal data that has been collected (or if you wish to receive any personal data we hold on you, please contact the Charity on gem-a@brightelm.co.uk and we will respond to your request within one calendar month.

To delete your data – If you wish to have your data removed entirely from our records, please contact us on gem-a@brightelm.co.uk and we will respond to your request within one calendar month. Please note however that for legal reasons we are required to keep financial / transactional records for a minimum period of six years from the end of the financial year in which the transaction was made.

To withdraw your consent from communications for this event – If you wish to withdraw your consent from receiving our email communications related to the Gem-A Conference 2024 and satellite functions, please contact us on gem-a@brightelm.co.uk and we will respond to your request within 72 hours.

Please note that this does not apply to emails sent by Gem-A which relate directly to the services you have requested or are otherwise engaged in, these emails may not have an unsubscribe function. However, you can reply to these emails at any time with any concern or questions about your personal data.

To object to, or restrict data processing – If you object to the processing of your personal data, or wish to restrict the way in which it is processed by us, please contact us and we will respond as soon as possible. Please note that this may affect our ability to deliver our services to you.