



## **Data Protection Notice**

At University College Cork, we treat your privacy seriously. Any personal data which you provide to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation and the University's Data Protection Policy. This notice sets out details of the information that we collect, how we process it and who we share it with. It also explains your rights under data protection law in relation to our processing of your data.

### **Who we are**

Throughout this Notice, "we", "us" and "our" refers to Conference UCC, University College Cork. For more information about us, please refer to our website: <https://www.ucc.ie/en/conference/>

### **How we collect your personal data**

We collect your data from you when you register for a Conference. This data includes but is not limited to; your name, phone number, home address, and country of origin, email address, dietary requirements and any access requirements you may have. It will be used by us only in accordance with the purposes outlined in this notice.

Your data may include Special Categories of personal data in some cases, for example, where your health may be evident from certain access requests or your religion may be evident from dietary requirements requested by you.

Conference UCC may take photographs and video recordings at the Conference or online event. Such images/recordings may include individual or group shots, which may be published or included in video/broadcasts on Conference UCC's and/or University College Cork's website and social media channels. Conference UCC will seek to give advance notice of this whenever possible by, for example, making announcements, placing visible notices in the relevant area or advertising on notice boards so that those who do not want to participate can avoid being recorded and avoid the area(s) if they wish. In addition, where Conference UCC wishes to process images featuring conference delegates for promotional purposes, the consent of the delegates involved will be sought in advance. If you do not wish to be included in any imagery, you can make a Conference UCC team member aware of this at the conference, or in the case of an online event you can ensure your camera remains switched off.

### **The purpose and legal basis for collecting your data**

Any personal data you provide to us at registration will be processed fairly and lawfully.

It will be used for the purposes of the conference you have elected to attend and the management and logistics of that conference, namely;

- Contacting you about the conference you have registered for and taking payment (if relevant);
- Selecting appropriate venues, catering support and administrative support based on the number of attendees;
- Assisting delegates who have access requirements;
- Ensuring delegates who have dietary requirements are catered for;
- Promoting the conference on digital platforms.

The Data Protection Acts allows us to process your data as you have provided your explicit consent to the processing of your data. You can withdraw your consent to the processing of your data at any time by contacting us at [conferenceucc@ucc.ie](mailto:conferenceucc@ucc.ie) or by logging into our events registration system.

### **Details of third parties with whom we share personal data**

The University will share your data with the following third parties where necessary for purposes of the processing outlined above:

- University service providers which may also include, but is not limited to, wholly/majority owned subsidiaries of the University and software providers who have been engaged to facilitate your booking, administer the conference and deal with your follow-up enquiries (and who are required to keep your personal data safe and secure)
- Conference stakeholders including other delegates, partners, track directors, organising committee, paper presenters, side event providers and student support
- A copy of the delegate list, which includes your name, country of origin and your email address, is shared with Fáilte Ireland for the purposes of carrying out spot checks on attendance, in circumstances where the conference has received funding from Fáilte Ireland. Where a conference has received funding from Fáilte Ireland, this will be highlighted to you when you register for the conference
- Your credit card details and payment for the conference are processed by Stripe, a payment service.

### **Cross-border data transfers**

Conference UCC does not share your data with any countries / organisations outside the EEA.

### **How long we will keep your data**

In keeping with the data protection principles, we will only store your data for as long as is necessary. For the purposes described here we will store your data for a period of 6 months from the end date of the conference you registered for. In this time all conference administration will be completed.

## Your rights

You have various rights under data protection law, subject to certain exemptions, in connection with our processing of your personal data, including the right:

- to find out if we use your personal data, access your personal data and receive copies of your personal data;
- to have inaccurate/incomplete information corrected and updated;
- in certain circumstances, to have your details deleted from systems that we use to process your personal data or have the use of your personal data restricted in certain ways;
- to object to certain processing of your data by UCC;
- to exercise your right to data portability where applicable (i.e. obtain a copy of your personal data in a commonly used electronic form);
- to withdraw your consent to the processing at any time;
- to not be subject to solely automated decision making;

If you wish to avail of these rights, please write to: The Information Compliance Manager, Office of Corporate & Legal Affairs, University College Cork at [gdpr@ucc.ie](mailto:gdpr@ucc.ie)

## Questions or Complaints

If you have any queries in relation to your registration, please contact Marie Louise Keane, Conference UCC Service Delivery Manager at [conferenceucc@ucc.ie](mailto:conferenceucc@ucc.ie)

If you have any complaints in connection with our processing of your personal data, you can contact UCC's Information Compliance Manager: **Information Compliance Manager, Office of Corporate & Legal Affairs, University College Cork, Western Road, Cork** or email [gdpr@ucc.ie](mailto:gdpr@ucc.ie)

You also have the right to lodge a complaint with the Data Protection Commission if you are unhappy with our processing of your personal data. Details of how to lodge a complaint can be found on the Data Protection Commission's website ([www.dataprotection.ie](http://www.dataprotection.ie)), or by telephoning 1890 252 231.