

## **Privacy Notice for Registration**

Conference Care respects your privacy and is committed to protecting your Personal Data. Personal information is information that can identify you. This can be your name, address, email, contact information or other type of information that can be traced back to you.

This privacy notice aims to help you understand what data we collect, what we use it for and how you can exercise your rights.

### **Data protection**

Our primary purpose in collecting personal information from you is to provide you with a safe, smooth, efficient registration experience. In the course of completing this registration form, you have provided information about yourself ('personal data'). We Conference Care are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

### **What "personal data" do we collect?**

If you register and consent to share your information with us, Conference Care collects the following personal data:

- Title
- First Name
- Surname
- Address
- Telephone number
- Organisation
- Job Title
- Email address
- Online profile data/usage
- Purchasing and payment information
- Subscription preferences
- Other information you upload or provide to us
- Dietary requirements
- Information about disabilities

### **Photography, Recordings and Streaming**

Events (e.g. Live, Virtual / Hybrid) may be photographed or recorded because it is our legitimate interest to do so. If you do not wish to be included you can object by emailing the event organiser.

Attendees at events may be recorded and session recordings may be published online (e.g. via various websites) for an indefinite amount of time. Any information that you provide during a session is optional and in doing so you give us consent to process this information.

If you attend a virtual/hybrid event, your email address will also be used to provide you with a personalised and secure login to the event. As a minimum, your name will be visible to other attendees, and you have the option of including a photo of yourself. Other information collected at registration, such as company name and job title, will be visible to other attendees.

During the process of setting up your profile, you can decide whether to share your email/phone with: Nobody, Connections only or All users.

## How we use your data

We will use your data to register you and provide you with access to the service you have requested. We will only use your data for the purposes for which we collected it. Any data that is no longer needed for the purposes specified or required by UK law will be deleted.

By registering for a specific event, you agree to Conference Care’s processing of the personal data you submit as part of registration for the following purposes:

<b>We use “personal data” to:</b>	<b>The purpose of this is:</b>	<b>The applicable legal basis:</b>
Register you on to an event	To communicate with you regarding the specific event for which you registered	You are consenting to us using your personal data for the purposes of registering you on to the event.
For general administration and organisation of the event, for example to contact you with information about an event or conference that you’re attending or exhibiting at.	We will need to use your details for planning and logistics and for general administration of your attendance at the event.	Where you have registered to attend or exhibit at an event, you are providing consent to us using your personal data. We also need to use your personal data in this way to perform our contractual obligations to you.
Pass on your contact details to our co-organisers of the event as reasonably necessary for the management and organisation of the specific event for which you registered	For example, we may need to provide your details to the the event venue, transport companies or catering service providers	Where we need to share these details with such partners in order to perform the contract with you, the legal basis would be your consent, the performance of a contract, our legitimate interests and vital interests.
For our internal reporting purposes	We use this information for analytics	It is our legitimate interest to monitor the engagement of attendees at events.

## **Who has access to your data?**

Within Conference Care, your personal data is shared only with those departments and staff who need access for the processing purposes set out above.

By registering for a specific event, you agree that Conference Care may disclose the personal data you submit as part of the registration to:

- Co-organisers of the event as reasonably necessary for the management and organisation of the specific event for which you registered. Examples are, but not limited to, the event venue, transport companies or catering service providers;
- Third party sub-processors, such as online event platform providers (EventsAir), to the extent necessary to facilitate your attendance at the event and to fulfil our contractual obligations to you.

By wearing a name badge you are choosing to display personal identifiable information directly to event sponsors or other third parties at the event, which will provide them with your registration details (including your contact information). This privacy notice does not cover how your data will be used by those sponsors or third parties, and you should consult the privacy notices of those organisations.

## **Retaining your data**

We will only retain your personal data for as long as reasonably necessary for the fulfilment of the purpose outlined in this Privacy Notice, except if otherwise required by applicable laws or legal orders.

## **Your rights**

You have the right to request access to the information we have on you without charge.

We will provide you with a copy of all the data we have about you. To comply with your request, we may ask you to verify your identity.

## **Contact**

You can contact us at any time to:

- Request access to information that Conference Care has about you.
- Correct any information that Conference Care has about you.
- Delete information that Conference Care has about you.

If you have any additional questions about Conference Care's collection of storage and data, please contact:

Data Protection Officer – Emily Hill  
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Version: 1.0  
Created: 31/03/2023  
Amended date: N/A

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## **Complaints**

If you consider 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 Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113