



# **Event Privacy Notice**

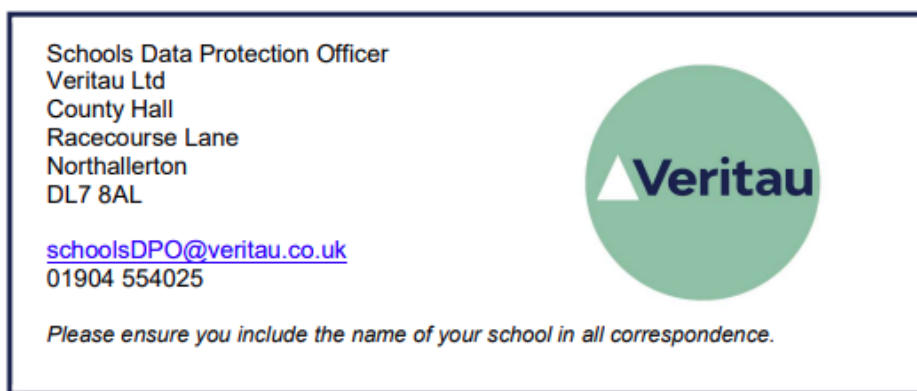
## **January 2025**

## Introduction

Humber Education Trust (HET) runs various events, seminars and conferences from time to time to update, educate and provoke discussion amongst its staff, school communities, staff from other institutions, and volunteers (“Events”). This privacy notice provides you with information about how Humber Education Trust uses your personal data when you register for and attend an event run by Humber Education Trust.

Humber Education Trust is a ‘Data Controller’ as defined by Article 4(7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

Humber Education Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the trust is compliant with the UK GDPR and to oversee data protection procedures. Veritau’s contact details are:



## What information do we collect and why do we require it?

To attend one of our events, users register using the booking details provided on the event invite.

If you register for an event with Humber Education Trust, the information you provide us will normally include:

- Your title and full name.
- Your job title and role.
- Your email address.
- Where you work including the full postal, finance email address and or telephone number.
- Any dietary requirements.
- Any access needs.

Humber Education Trust may photograph and film the event which will be used to market our services and to promote future events; Humber Education Trust will therefore process your image. You will be notified if we intend to photograph/film an event, for example, in the invitation and/or on signs at the entrance to the event. If you do not wish to be photographed or filmed at an event, please contact us.

Humber Education Trust will process your personal data for the following purposes:

- To reserve a place for you at the event(s) you requested to attend.

- To provide you with information about the event(s) for which you have registered, such as event updates, and possible changes, cancellation or similar information.
- For general administration and organisation of our events, for example to contact you with information about an event or conference, to invoice you, to provide you customer service in relation to the event and general administration of your attendance at the event.
- To fulfil and monitor our legal responsibilities, for example, under public safety legislation.
- To ask you for your feedback or review after an event you have attended.
- To assess the activity of our attendees at our events.
- To create a delegate list which will include your name and company (not email or telephone number), which may be shared with an exhibitor or sponsor at the event.
- To film and photograph the event which will be used to market our services and to promote future events on our website, social media channels and in marketing materials.
- To improve our services, marketing, customer relationships and experiences.
- To plan better future events and attendee experience.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- To perform the contract we are about to enter into or have entered into with you.
- For our legitimate interests (for example, study how customers use our products/services, to develop them and inform our marketing strategy).
- Where we need to comply with a legal obligation.

To the extent that you may provide us with personal data about yourself that is sensitive, for example relating to any disability, allergies, or other dietary requirements that you have, we will process this information with your explicit consent, or if it is necessary:

- For the establishment, exercise or defence of legal claims.
- Very occasionally, when it is needed to protect your or another person's vital interests and you are not capable of giving your consent (for example, in an emergency).

### **What rights do you have over your data?**

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- To be informed about how we process your personal data (this notice fulfils this obligation).
- To request a copy of the personal data we hold about you.
- To request that your personal data is amended if inaccurate or incomplete.
- To request that your personal data is erased where there is no compelling reason for its continued processing.
- To request that the processing of your personal data is restricted.
- To object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our Data Protection Officer using the details provided above.

### **Who do we share your personal data with?**

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

We may share some of the information with external organisations providing services for the event you are attending, in particular we may share your information (including dietary requirements) with the catering service if you are attending an event where catering is offered. The information shared will only be used to provide the service required.

### **How long is your personal data kept?**

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

### **Third Party Apps**

Humber Education Trust works with third party video conferencing platforms such as Microsoft Teams and Zoom, allowing you to view details of the event and book sessions for our events. Please note that third-party apps or services are not owned or managed by Humber Education Trust; please instead refer to the relevant App's and Platform's Terms and Conditions and Privacy Policy before downloading the app and/or using the service/platform. For further details, please see:

- [Microsoft Teams Terms of Use](#)
- [Microsoft Teams Privacy & Cookies](#)
- [Zoom Privacy & Legal Policies](#)

Humber Education Trust does not accept any responsibility or liability for third party policies or your use of a third-party app, platform or service.