

## **Privacy Notice – Conference & Events**

### **University of Hull Details:**

The University of Hull is a registered Controller with the Information Commissioner's Office.  
The registered address is:  
The University of Hull  
Cottingham Road  
Hull  
HU6 7RX

The University of Hull's Data Protection Officer is Angela Clement.  
[dataprotection@hull.ac.uk](mailto:dataprotection@hull.ac.uk)  
Tel; 01482 465831

This Privacy notice explains how the University of Hull will use your personal data and your rights under data protection legislation when you attend a Conference or Event, run, hosted or organised by the University of Hull.

The information that you provide will be held in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

The information we will collect will be that necessary to manage your booking or attendance at a Conference/Event. This will consist of information that you provide to us when registering. The information required will be clearly set out in the registration and will depend on the Event you are attending.

Information will be collected when you voluntarily complete contact forms, provide feedback and submit queries.

### **As a minimum the personal data we will collect**

Name, contact details or other fields on our online forms.  
dietary requirements;  
accessibility requirements;  
academic profile; e.g, research interests  
marketing preferences;  
passport and date of birth details; and  
payment details where necessary

We also collect information when you visit our site [Privacy and cookies | University of Hull](#)

Some Events photography/filming and or video conferencing may take place. If this is the case you will be advised in advance at the Event. Where necessary consent will be obtained.

For more information re video conferencing by a third party please refer to the privacy policy of the relevant video conferencing application.

## **Your personal data will be collected and processed for the purpose**

To manage your booking and attendance including access and dietary requirements

To comply with legal obligations e.g health & safety, equality requirements

To communicate with you after the event or about future events (dependant on your marketing preference.)

## **We process your information on the basis that:**

- it is necessary to fulfil a contract with you;
- it is in the legitimate interests of the University to process your information.  
Depending on the event this may include: managing registration and attendance and delivering the conference/event (which can involve a variety of tools, including online and video-conferencing tools), group photography and post-event feedback;
- it is necessary in order to protect your or another person's vital interests (emergency situations);
- we have a legal obligation, e.g. health and safety legislation
- it falls within the University's public task (events relating to our learning/teaching/research activities); or
- we have your consent to process the information (e.g. marketing; sharing contact information);
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## **Where we are required to collect any special category data (for example, relating to health), we process on the basis that:**

- we have obtained your explicit consent;
- it is necessary for reasons of substantial public interest (equality of opportunity)
- we have a legal obligation, e.g. health and safety legislation or equality monitoring;
- it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes; or

Your data may be shared with third party agents appointed by the University to provide event services. These agents will only have access to your data if required to provide that service, they will use your personal data only under instruction from the University.

If the event is being organised with another partner, who your personal data will be shared with, you will be advised of this when booking the event.

Where events which involve networking, we may want to share your contact details with other attendees. If we plan to do this, we will ask for your consent when you register for the event.

Your data will only be retained for as long as required. This may vary depending on the purpose of the Event.

We may share your personal data with other internal departments including with relevant academic departments, marketing and admissions. Where your personal data is shared

internally, this will be in order to allow us to process your request and to send you marketing communications, if you have given us your explicit consent to do so.

### **Your right of access to your personal data**

You have a right to request a copy of the personal data that we hold about you. If you would like to request a copy of some or all of your personal data, please contact the University's Data Protection Officer [dataprotection@hull.ac.uk](mailto:dataprotection@hull.ac.uk).

### **Your other rights as a data subject**

The GDPR provides you, as a data subject, with a number of rights in relation to your personal data. You have the right to withdraw your consent where that is the legal basis of our processing, have inaccuracies in the personal data that we hold about you rectified, a right to erasure, to request that the processing of your personal data be restricted, to object to certain processing activities and to complain to the Information Commissioner's Office about the way we process your personal data.

### **Changes to our privacy notice**

We will keep our privacy notice under regular review and we will place any updates on this web page and inform data subjects of this change

### **Who do I contact if I want to know more?**

For further information about your right to access data we hold about you, or to make a complaint about the way in which we are handling your personal information please visit our Governance and Information Compliance pages or contact the Data Protection Officer at [dataprotection@hull.ac.uk](mailto:dataprotection@hull.ac.uk)

If you are not satisfied with our response or wish to raise a complaint with our supervisory body, you may complain to the Information Commissioner's Office.

<https://www.ico.org.uk/concerns>

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)