



CSSC privacy notice for events

Jennifer McIlwaine
Corporate Services Officer
Email: Jennifer.McIlwaine@csscni.org.uk
Tel: 028 9531 3037

September 2018

Controlled Schools' Support Council

Privacy notice for events

Introduction

Your privacy is important to us and the Controlled Schools' Support Council (CSSC) will process your personal data in line with the requirements of the Data Protection Act 2018 - General Data Protection Regulation (GDPR) from 25 May 2018.

This notice gives information about how we handle your personal information in connection with:

- enquiries you make about CSSC
- CSSC events you book a place at, attend or express an interest in, or
- other contact you have with us at the pre-event stage

It should be read in conjunction with CSSC's privacy notice.

CSSC will:

- take steps to ensure that the data it processes is accurate and up to date
- only process your data for the specific purposes set out below, and only share with third parties as provided for in our privacy notices
- keep your data secure.

1. How and why we process your data in relation to enquiries and events

We collect and hold information provided by you in enquiry forms, email communications, telephone calls, event booking forms, event evaluation forms and through your attendance at CSSC events. We may also obtain information about you in other ways, for example from any agent or representative acting on your behalf: these third parties will have told you about how your data will be shared with CSSC.

Further information relating to you will then be generated through our responses to your enquiries.

This information is processed by CSSC staff running the event(s) of interest to you, for the purposes of:

- responding to your enquiries
- administering your booking and attendance at such events, and managing these events
- producing analysis about attendance at our events
- sending you information likely to be relevant or of interest to you.

It is held securely within an electronic database or filing facility within CSSC's IT systems.

Information about you may be shared with event partners for the purpose of administration of the event and recording attendance. Some events may produce delegate lists to share with event attendees. Please contact the event organiser if you have any queries about this.

2. Responding to enquiries

Where we are receiving and responding to your enquiries, the legal basis for processing your information is that it is necessary for legitimate interests pursued by CSSC, i.e. providing information to increase understanding of CSSC's events and services amongst stakeholders.

CSSC will only retain personal data for as long as it is required, for the purpose(s) for which it was obtained and in line with CSSC's approved Information Asset and Document Retention Policy.

CSSC does not store personal information indefinitely. Data is only stored for as long as is necessary to complete the task for which it was originally collected including for the purposes of satisfying any legal, accounting, or reporting requirements.

3. Administering bookings

Where we are administering your booking and attendance at **events** the legal basis for processing your information is that it is necessary for legitimate interests pursued by CSSC, i.e. facilitating your attendance at an event of interest to you

CSSC will only retain personal data for as long as it is required, for the purpose(s) for which it was obtained and in line with CSSC's approved Information Asset and Document Retention Policy.

CSSC does not store personal information indefinitely. Data is only stored for as long as is necessary to complete the task for which it was originally collected including for the purposes of satisfying any legal, accounting, or reporting requirements.

To facilitate efficient booking processes we may use **external / online booking systems** such as Eventbrite or SurveyMonkey to collect your data and administer bookings, and these organisations will share your data with us. Where this is the case, your data will be transmitted through these external systems and the companies providing those systems will give you separate privacy information about how they manage and protect your data while transmitting it. This will include information about whether they will transfer your data outside the European Economic Area in the course of providing their service.

4. Photography and filming

CSSC often takes photographs or films at events that we host for marketing purposes. These images may be used in one or more of the following ways:

- CSSC promotional materials, including e-newsletters, hard copy newsletters, the annual report, leaflets, presentations to internal and external stakeholders
- In press releases, on television or radio
- As part of an advert or advertisement feature
- On our website, intranet, or the websites of our partners
- On our social media accounts or the social media accounts of our partners
- In videos

- In non-CSSC publications which the Senior Management team has approved and authorised.

If you are attending one of our events and you don't want your image to be used then you can simply opt out. Just let the photographer or a member of our staff know. The photographer will then aim not to take any images of you. You are also advised to try yourself to stay out of any shots or footage being taken, as you may appear in the background in error.

5. Event analysis

We may carry out **analysis** of attendance at our events. For example, we may look at the geographical breakdown of attendees. All information will be anonymised to do this.

6. Additional communications

With your agreement, we may also use the information you have provided and your contact details to send you further information about CSSC or events it is delivering or participating in, where we think it will be of interest or assistance to you based on the nature of an enquiry you have already made with CSSC or an event you have expressed an interest in/attended. We will only do this on the basis of consent, i.e. where you have indicated your agreement to being contacted in this way.

Where you have given this consent, we will hold your contact details and information about your contact preferences in our systems. Your data will also be processed to carry out general analysis of levels of engagement with our communications, but this analysis will not be used as a basis for individual communications to you.

You can withdraw your consent to receiving this type of communication at any time by contacting the Corporate Services Officer

We don't share this information with third parties.

7. Retention and your rights as a data subject

We will retain your personal data only for as long as necessary for the purposes set out above and for any audit or legal purposes.

Under GDPR, individuals have the right to to obtain confirmation that your personal data is being processed and request access to your personal data. To make a request for personal information, contact CSSC's Corporate Services Officer.

CSSC may need to request specific information from you to help confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You have the right to:

- **Request access** to personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information that CSSC holds about you and to check that it is being lawfully processed. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, CSSC may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, CSSC may refuse to comply with the request in such circumstances.
- **Request correction** of the personal information that CSSC holds about you. This enables you to have any incomplete or inaccurate information CSSC holds about you corrected.
- **Request erasure** of your personal information. This enables you to ask CSSC to delete or remove personal information where there is no good reason for the organisations to continue to process it. You also have the right to ask CSSC to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where CSSC is relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where CSSC is processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask CSSC to suspend the processing of personal information about you, for example if you want CSSC to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If a data subject wishes to exercise any of these rights, please contact the Corporate Services Officer.

8. CSSC contact details

Corporate Services Officer
 Controlled Schools' Support Council
 Second Floor, Main Building
 Stranmillis University College
 Stranmillis Road
 Belfast
 BT9 5DY

CSSC's full data protection policy is available separately.

More information on your rights above is available from the Information Commissioner's Office:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

The Information Commissioner's Office – Northern Ireland

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

3rd Floor
14 Cromac Place,
Belfast
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114

Email: ni@ico.org.uk

9. Complaints, support and further guidance

Complaints about the handling of personal data should be directed to the Head of Corporate Services in the first instance. Depending on the nature of the complaint, it may be more appropriate to direct it to the Council chairperson or the Chief Executive.

Individuals have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as above.