**Events Privacy Notice**

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| **General statement**Liverpool School of Tropical Medicine (LSTM) is committed to ensuring that your privacy is protected and will only process personal data in accordance with the current data protection legislation which from 25 May 2018 will be the General Data Protection Regulations. Any personal information you provide to us will only be used in accordance with this privacy statement.If you are attending an event in connection with our fundraising activities then you may also like to check our [Fundraising Privacy Statement](https://www.lstmed.ac.uk/about/fundraising/privacy-policy-for-fundraising-and-supporter-engagement)LSTM may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. |
| **Purpose**UK based event management (including conferences, seminars, tours, open days, graduation ceremonies etc.) |
| **What information is being collected & what is the legal basis for collecting the data?** Types of personal data can include but is not limited to:* information to identify you, e.g. name, title, date of birth
* contact details including e-mail address, social media account details, telephone number
* images and/or audio on recordings of events and on CCTV
* details of your institution or employer, qualifications and professional experience
* events you have attended in the past or for which you are registered to attend in the future
* Other biographical details
* Information contained in newspaper articles
* Family, nationality or other information as stipulated by VISA regulations
* Gender
* Disability status
* Information published by Companies House
* payment details and financial transactions in relation to events
* records of communications sent to your or received from you

We may also collect the following special categories of personal data for event management, for example:* information concerning your health and medical conditions (e.g. disability and dietary needs)
* criminal acts caught on our CCTV cameras
* diversity information including racial or ethnic origin; religious or similar beliefs; and sexual orientation

Your personal data will be processed using the legal obligations basis, for example: * the detection and prevention of crime and to assist the police and other competent authorities with investigations and to ensure our safeguarding duties and subject access requests of others
* to comply with safeguarding duty

LSTM will use legitimate interests for processing personal data for other areas, e.g.:* sharing your information with partners and companies providing services for the event such as caterers
* collecting images and audio recordings of the event for publishing
* creating lists or biographies of attendees, delegates or speakers and their distribution

In some cases, we also may obtain your consent. For example, if we need to process any categories of data which are defined as “special categories” under the GDPR. These include (race, religion, health or sexual life). Such circumstances would include:* Information on dietary requirements, allergies or disability requirements

In the event of an emergency occurring while you were attending an event, we would invoke the “vital interests” legal basis if we needed to contact the emergency services and you were unable to give your consent. |
| **How is the information collected?**Information is likely to be collected in the following ways:* From you when you:
	+ Communicate with us by e-mail, social media, telephone, letter etc.
	+ Register online for one of our events
	+ Complete surveys and feedback forms
* Via third party services such as Eventbrite
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| **How the information is being used, stored and protected?**Information we collect will be stored on LSTM’s IT systems which may include cloud providers such as MS Office 365. We will always ensure that the systems and services we use meet the requirements of current data protection legislation. |
| **Who will the information be shared with?**We may need to share your information with outside partners such as the police, regulatory bodies or legal advisors where there is a legal requirement or an overriding public interest to do so.We may also share personal data with the contractors used to deliver the event, e.g. external event venues and caterers. These organisations (acting as data processors) are contractually required to process your personal information in accordance with our instructions and in accordance with all current data protection legislation. LSTM will never sell or trade your personal data. |
| **Retention of data and updating your information**LSTM will retain your data as outlined in our current retention schedules which can be consulted upon application to the Data Protection Officer. |
| **How will the collection of data affect the data subject?**In certain, exceptional circumstances, your data may have to be disclosed to third parties. These include:* protecting the vital interests of the data subject (i.e. release of medical data where failure to release the data would result in harm to, or the death of, the data subject)
* preventing serious harm to a third party that would occur if the data were not disclosed
* safeguarding national security
* prevention or detection of crime
* apprehension or prosecution of offenders
* assessment or collection of any tax or duty or of any imposition of a similar nature
* discharge of regulatory functions, including securing the health, safety and welfare of persons at work

Such disclosure will only take place in accordance with current data protection legislation. |
| **Your rights and how to find out what information we hold about you**As a person whose personal data we are processing, you have certain rights in respect of that personal data under the GDPR, e.g.:1. The right to be informed2. The right of access3. The right to rectification4. The right to erasure (to be forgotten)5. The right to restrict processing6. The right to data portability7. The right to object8. Rights in relation to automated decision making and profilingYou also have the right to complain to the [Information Commissioner’s Office](http://www.ico.org.uk/) about the way in which we process your personal data.If you wish to exercise any of the rights above, please get in touch via the contact details below. |
| **How to contact us**If you wish to exercise any of these rights, including making a subject access request for information held by LSTM please contact us at: dataprotection@lstmed.ac.ukGeneral queries about data protection at LSTM should be directed to:The Data Protection OfficerLiverpool School of Tropical MedicinePembroke PlaceLiverpoolL3 5QA |