

## BU Privacy Notice Public Events & General Enquiries

Please see the contents list below for the information contained in each section of this Privacy Notice.

In section 4, the main text gives an outline of the processing activity and a symbol to show the legal basis of that processing. For those that wish to have a more detailed understanding of the processing, the [More information](#) further information about how and why the processing is undertaken and a full reference to the legal basis for it.

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1. Introduction
2. When and how we collect your data
3. How we hold your data
4. How and why we process your data for BU purposes
  - a. Events
  - b. Enquiries
5. Overseas transfers of your data
6. Retention: how long will we keep your data for?
7. Your rights as a data subject and how to exercise them
8. Guide to the legal basis of data processing



### 3. How we hold your data

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## BU Privacy Notice: Public Events & General Enquiries

Speakers at an event will be given appropriate information in advance about how their personal data will be processed for event publicity, administration and delivery. For on-line events this will include information about which platform will be used, which functionalities will be active and how the event/participation in the event will be managed.

To facilitate efficient booking processes we sometimes use external booking systems such as Eventbrite or Ticketsource to collect your data and administer bookings. 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 UK in the course of providing their service.

For event attendees, when you attend or view an on-line event (via Zoom, Teams, WebEx or any other on-line platform) your personal data may be visible to others in the participant list automatically created by the platform, through you switching on your camera function and if you use any accompanying chat function. You can minimize the extent to which your identify/personal data is visible to others through switching off your camera and audio functions, using an anonymized participant name/email address and not using the chat function during the event. On request the event organizer can make alternative arrangements for you to submit any questions or request further information.















## 5. Overseas transfers of your personal data

Data protection laws limit our ability to transfer personal data outside the countries within the UK and countries, such as the those within the European Economic Area, which are subject to an adequacy decision (Restricted Transfers) (i.e. the countries which are subject to the same or very similar data protection laws). This is to help ensure that a consistent level of data protection applies to your data at all stages of processing, and that you are not exposed to additional privacy risks through the transfer of your data. Restricted Transfers are only permitted in certain circumstances. Where such Restricted Transfers are necessary, we ensure that we have appropriate safeguards in place.

There may be a Restricted Transfer of your personal data outside the UK in the following circumstances:

Where we use a cloud-based IT system to hold your data, and the data in the cloud is stored on servers located outside the UK in a country which is not subject to an adequacy decision. In these circumstances we safeguard your data through undertaking appropriate checks on the levels of security offered by the cloud provider and entering into a contract with them which applies protections of the same type and level required by data protection laws within the UK;

Where you are based outside the UK in a country which is not subject to an adequacy decision, and we need to send you emails or other communications which are necessary for the performance of our contract with you or for implementing pre-contractual measures which you have asked us to take (e.g. processing your application or enquiry). In these circumstances the data protection laws say that transfer is permitted; or

With your consent.

As explained above, third party providers of event booking systems will separately inform you of any outside UK transfers they make while providing their service.

## 6. Retention: how long will we keep your data for?

We have given information in section 4 about the length of time for which we will keep your personal data in connection with some categories of processing/data. BU is undertaking a review of its retention policies and future versions of this Notice may contain amended retention periods (these are unlikely to be longer than the periods specified in section 4).

erasure of your personal data) and how you can exercise them.

## 7. Your rights as a data subject and how to exercise them

Under the data protection laws you have a number of rights in relation to our processing of your data. In summary these are:

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Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF


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## 8. Guide to the legal basis for processing of your data

BU is using colour coding to provide a quick, easily accessible indication of the legal basis for processing. This box explains how the colour coding in this Notice links to relevant conditions set out in the GDPR: references to Articles are to the relevant provisions within the GDPR. The conditions listed here are those which BU is relying on in relation to the processing covered by this Notice and may not be a complete list of all available conditions under the data protection legislation.

### Conditions of processing for any personal data

 Consent: this means that you have agreed that we can use your data for this specific purpose. You are able to withdraw your consent at any time. Consent can be withdrawn by contacting [ ] or, where you have received a separate privacy notice specific to your consent, by using the contact details in that notice. [Art 6.1(a)]

 Necessary for legitimate interests pursued by BU or another organisation, where BU has determined that the processing represents an appropriate balance between its aims and your interests, rights and freedoms as a data subject. [Where this applies, we will identify the purpose we are pursuing] [Art 6.1(f)]

 Necessary for compliance with a legal obligation on BU: we will identify the relevant obligation [Art 6.1(c)]

### Additional conditions of processing for special category data

An additional condition must apply if we are processing any information about your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership,

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