

Privacy Notice – External Event

Introduction

We are committed to being transparent about how we collect, use and retain personal data, and to meet our data protection obligations.

This notice explains how we will do this in the context of our external events. We may amend this notice at any time.

Data Controller

We are registered as a data controller with the Information Commissioner and our registered number is Z9902702. The details we have registered with them are: Paul McMahon, Director, EVH Ltd, 5th Floor, 137 Sauchiehall Street, Glasgow G2 3EW.

We are a data controller, which means we are responsible for deciding how we hold and use your personal information.

Data Protection Officer

Under the current requirements, we do not have a Data Protection Officer.

What information do we collect?

EVH will collect information contained on our booking forms. This may include:

- The name of the contact for the booking, the delegate name, personal email address and contact details including email and phone number.
- Coach transport preference, where this is an option.
- Details of any accessibility/mobility difficulties.
- Details of special dietary requirements.

EVH may have a photographer present at our event, therefore we may also collect photographic information during the event.

Processing data

EVH will process the information you have provided on the booking form in accordance with the following lawful basis:

Legitimate Interest

- The delegate name and organisation will appear on the delegate list and this will be distributed to all other delegates attending the event, as well as being issued to our exhibitors and speakers.
- Where coaches are an option, the delegate name and organisation will be noted on the coach list which is distributed to the events team at the hosting venue and the coach company being used.
- The delegate name, organisation, accessibility and dietary requirements will be shared with the hosting venue for the purposes of meeting the booking requirements.
- Process and payment of invoices for delegates.
- If a table plan is required, your name and organisation will appear on the table plan which will be displayed in the venue prior to dinner each evening.
- Photographs may be taken at this event. Please inform the EVH team if you do not wish your photograph to be taken. Photographs will be used for the following purposes:
 - Event marketing
 - EVH Annual review
 - Social media for marketing purposes
 - EVH future publications

The personal data we collect for events will be held securely in our electronic files. This data will be deleted three months following the event.

EVH will require all third parties to confidentially destroy all personal data from booking information no later than one month after the event.

Special Category Information

On occasion we may need to process your special category information. This information will include any health and/or dietary requirements that you have provided to us to accommodate your attendance at our event. This information will only be processed in line with our legal conditions where full consent has been voluntarily provided by you. This information will only be used to assist us and the venue, in accommodating any specific requirements you may have for the purposes of you attending this event.

Access and Data Security

In order to process your data in accordance with the grounds stated above, the following will have access to your data:

Internally

- Appropriate EVH Staff

Third parties

- For the purposes of processing your booking and organising the event, the events team at the hosting venue.
- If transport is arranged, the events team at the hosting venue and the coach company will be given the names of those wishing to travel by coach.
- Speakers, exhibitors and all delegates will be given a copy of the delegate list.

Your Rights

You have certain rights to:

- Be informed of the personal data we hold on you
- Access and obtain a copy of your personal data on request
- Require us to change incorrect or incomplete personal data we hold on you
- Require us to delete or stop processing your personal data, for example: where the data is no longer necessary for the purposes; and object to the processing of your data where the organisation does not require to process it
- Personal data portability
- Object to the personal data we hold on you
- Be informed of automated decisions made in relation to you

If an individual would like to exercise any of the above rights, please contact us, in writing, and address it to Eamonn, Connolly, Director, EVH Ltd, 5th Floor, 137 Sauchiehall Street, Glasgow G2 3EW.

If you believe we have not complied with our data protection obligations, you have the opportunity to raise this with the Information Commissioner's Office.

Acknowledgement of receiving and reading this notice

I _____ confirm that I have read and understood the contents of this notice. If I am making the booking on behalf of someone else, I have informed them of the information contained in this notice.

Signed _____

Date _____