

## **Privacy Notice for Conferencing**

### **How we use your personal data**

#### **What is Personal Data?**

“Personal data” means any information which relates to or identifies you as an individual.

#### **Purpose of this Notice**

This Notice explains how we will collect and use your personal data.

Liverpool Hope University is the Data Controller for personal data that we process about you. The University is registered as a Data Controller with the Information Commissioner’s Office and manages personal data in accordance with the University’s Data Protection Policy.

Throughout this Notice, “University”, “we”, “our” and “us” refers to Liverpool Hope University and “you” and “your” refers to you the “client” and “someone who is contributing or attending a conference” or a “residential guest”.

Anything you are not clear about please contact our Data Protection Officer who can answer any queries you may have concerning this Notice or in any way that we process your personal data. Our Data Protection Officer’s contact details can be found at the end of this Notice.

This privacy notice explains how we use your data in relation to the enquiry you have made about visiting LHU, attending a conference or event and or residing in our accommodation. If you decide to apply to study at the University, you will be directed to the Applicant Privacy Notice which will explain how your data will be processed during and after the application process. However, we will still continue to process your data as an enquirer, and this privacy notice will continue to be relevant even after you have made an application.

#### **What information does the University collect?**

The Conferencing Team collects and processes a range of information about you. This includes:

- Information about who you are
- Information you provide on adjustments that may need to be made to enable you to attend events
- Dietary requirements for catered events
- Additional information you provide for a safe evacuation (Personal Emergency Evacuation Plans (questionnaire)).
- Additional information you provide for meetings and facilities as part of the booking process.

Under the Immigration (Hotel Records) Order 1972, the University is also required to collect the Full name and Nationality from guests residing on site on their arrival.

For all who are not British, Irish or Commonwealth guests:

- Nationality
- Passport number and place of issue
- Details of a guests next destination, including the address (if known)

#### **What Personal data will be processed?**

The University will keep a record of the details you provided in a University database system called Acacia.

The University may need to process some information about you that is classed as 'special category' personal data, and which requires additional protections. You will normally be given further details about our use of any such data when we collect it from you.

Access to, and the sharing of, your 'special category' data are controlled very carefully. You will normally be given further details about our use of any such data when we collect it from you.

### **What is the purpose and legal basis of the processing?**

We use information about you because it is necessary for the performance of contract with us for this event. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interest. In certain circumstances we will ask for your permission.

### **Who will my personal data be shared with?**

Access to your personal information is limited to staff who have a legitimate interest in it for the purpose of carrying out their contractual duties.

Personal information recorded for the guest register (Under the Immigration (Hotel Records) Order 1972, is kept for 12 months and available for inspection by a police officer or duly authorised person at all times.

### **Is my data transferred outside of the EEA?**

Data collected by the conferencing team is not transferred outside the UK.

### **Retention of your personal data**

We store your personal information for two years.

### **How does the University protect data?**

The University takes the security of your data seriously. The University has internal policies and controls in place to try to make sure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. For more information please see the [Data Protection Policy](#).

Where third parties process personal data on behalf of the University, they do so on the basis of written instructions, are under a duty of confidentiality and must make sure that they have appropriate technical and organisational measures in place to keep the data secure.

### **Your rights as a Data Subject**

We thought it would be helpful to set out your rights under GDPR.

You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- be forgotten, that is your details to be removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a copy of your data in a commonly used electronic form; and
- object to certain processing of your personal data by us.

Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the Data Protection Officer for further information.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>.

### **Concerns and contact details**

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer, [legalservices@hope.ac.uk](mailto:legalservices@hope.ac.uk)

Our general postal address is Liverpool Hope University, Hope Park, Liverpool, L16 9JD.

Our telephone number is +44 (0)151 2913478.

### **Are changes made to this document?**

This Notice was last updated on [19/10/2022]. It is reviewed when necessary and at least annually. Any changes will be published here and you will be notified via this webpage and/or by email.