

Privacy notice for event registration

V: 9 June 2021

National Manufacturing Institute Scotland, University of Strathclyde

Introduction

This notice is for all attendees to events, physical and online held by the National Manufacturing Institute Scotland (NMIS) which explains the purposes for which we hold information about you and your personal data. This includes the specialist technology centres within NMIS that are: The Advanced Forming Research Centre and the Lightweight Manufacturing Centre.

NMIS is committed to transparency and to complying with its responsibilities under data protection legislation. This privacy notice sets out important information regarding how we will use your information and your rights under the legislation.

It is important that you read this notice prior to providing your information.

This privacy notice works alongside the privacy notice for all visitors and contractors at NMIS and the marketing communications privacy notice.

Who will process my personal information?

Under data protection legislation the University of Strathclyde is the 'data controller'.

If you are attending an event that is not organised by the University but which is held by NMIS, the University will be a data processor processing your personal data on behalf of the event organiser.

This means that the University is responsible for how it uses and processes your personal data and for complying with requests from you in relation to your personal data, where appropriate under the legislation.

All data is held and processed in line with the University's Data Protection Policy which can be accessed [here](#).

Any enquiries regarding data protection should be made to the University's Data Protection Officer at dataprotection@strath.ac.uk.

What data is being collected?

The personal data we will process in relation to your event registration and subsequent attendance is:

- The information you provide to register for an event or by other means such as in an email or over the telephone:
 - Your title and name
 - Place of work and job title
 - Contact details such as telephone number and email address
 - Dietary requirements
 - Social media pages
 - Business address
 - Company registration number
 - Your location
 - Categorisation of your organisation
 - If you have attended our events previously
 - How you heard about our event

- Records of communications sent to you by the University; the event organiser, if the University is providing services on behalf of another organisation; or that we receive from you in relation to an event you will attend/have attended
- Records of your attendance at events hosted by NMIS
- Photographic and videography images taken at events you have attended

How will my personal data be processed?

The University will process your personal data for the following purposes:

- To reserve a place for you at the event(s) you desire to attend;
- To provide you with information about the event(s) for which you have registered, that includes event updates, and possible changes, cancellation or similar information
- To provide you with information about accessibility, transportation, parking, etc. that may impact on your attendance to the event
- To provide you with connectivity details for accessing online events
- To fulfil and monitor our legal responsibilities, for example, under public safety legislation
- For reporting purposes
- The University uses photography and videography to communicate about and promote the University and its work
- Where recording of an online event is taking place, this will be highlighted within the event promotion and it will also be mentioned at the start of the webinar.
- Recordings of online events may be made public.
- To communicate with you about other events, news, and opportunities at NMIS.

Legal basis for processing

Under data protection legislation we are required to identify our legal basis for processing personal data. In this situation we are using legitimate interest to process your data for the stated purposes.

If you are attending an NMIS physical or online event and have not objected to being contacted, we consider we have a legitimate interest in letting you know about future similar events. You can opt out of receiving messages at any time by clicking 'unsubscribe' on any of the emails we send you.

NMIS, its event partners and associated project funders may use your contact details to contact you with regards to this event and any follow up from the event.

Recipients of data

Your data may be shared with our event partners, joint host / organiser for the purpose of running the event. Where the event is funded by an external organisation, we may be required to share your details with the associated project funder.

Where we use Eventbrite to help organise our event, you will need to register to use the registration tool, and should be aware of the [Eventbrite privacy policy](#) which explains how your personal data is used by them.

In order for NMIS to communicate with you, your details are held by Mailchimp as a data controller of our account. You should therefore be aware of the [Mailchimp privacy notice for contacts](#).

Our online events are run via external platforms, generally Zoom, Microsoft Teams and WebEx and you should therefore also be aware of their privacy policies that will explain how your personal data is used by them. Please refer to the following privacy policies:

[Zoom privacy policy](#)

[Microsoft policy](#)

[Cisco WebEx privacy policy](#)

Retention periods

If you attend, or register to attend an event, we will retain your personal data for a period of seven years after the event, as required by some project funders.

We will also add your details to our mailing list on Mailchimp and will retain these details on our mailing list unless you have unsubscribed.

Your rights

You have the right to access your personal data held by the University, Please contact dataprotection@strath.ac.uk to exercise this right.

You have a number of other rights: you may withdraw consent for us to use your data for the purposes set out above at any time; if you withdraw consent you also have the right to have your data erased; you are entitled to have personal data rectified if it is inaccurate or incomplete. You can also opt out of marketing at any time. To do this you can click 'unsubscribe' on any emails to have sent you or contact NMIS. To exercise these rights please contact NMIS directly on nmis-enquiries@strath.ac.uk

Right to complain

If you have any concerns / issues with the way the University has processes your personal data you can contact the Data Protection Officer at dataprotection@strath.ac.uk. You also have the right to lodge a complaint against the University regarding data protection issues with the Information Commissioner's Office.

ENDS