

Privacy Notice for participants in the IBioIC Event – Next Generation Workforce – Pick your Crew (5 February 2020)

The University of Strathclyde is a data controller under data protection legislation. We are committed to transparency and to complying with our 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.

The Industrial Biotechnology Innovation Centre (“IBioIC”) is hosted by, and forms part of, the University of Strathclyde. IBioIC are organising and hosting an event entitled “Next Generation Workforce – Pick your Crew” on 5 February 2020 in the Technology and Innovation Centre, 99 George Street, Glasgow.

How we use your personal data and who we may share it with

In order for you to attend the event we will need use certain aspects of your personal information to progress your registration, prepare for your arrival on campus and to safely administer your attendance at the event (produce a name badge, add you to a registration list, ensure we cater for your requirements and support any additional access needs you may have).

Where it is necessary to process sensitive information, also known as special category data which may include physical or mental health (in this case your dietary requirements and additional access needs), we will request you freely input these data on the registration form (optional) and confirm you consent that these data are processed for your safety at the event.

IBioIC may use:

1) your name (and quotes attributable to you); and
2) photographs, video or audio footage of you taken at this event for the following purposes:

- to document the event;
- to report and disseminate the outcomes of the event; and
- to illustrate outputs of IBioIC events in both print and online form including, but not limited to, the IBioIC website (www.ibioic.com), the IBioIC newsletter, leaflets, presentations, printed reports and on social media sites such as Facebook & Twitter.

We will not share your personal data with any third parties.

Legal basis for processing

Under data protection legislation we are required to identify our legal basis for processing. In relation to the personal information used to process your registration and attendance at the event the legal basis for processing is the **legitimate interest** of The University of Strathclyde as data controller.

As indicated above we will seek **consent** direct from you in relation to any specific dietary requirements and/or access needs that you may have.

For photographs, video or audio footage captured during your participation in the event we will seek direct **consent** from you.

Retention Period

The University of Strathclyde will retain your personal data as long as is necessary for the purpose described above.

Your Rights

You have the right to:

- Find out what personal data we process about you and obtain a copy of the data, free of charge within one month of your request. We may make a charge for additional copies of the same information;
- Ask us to correct inaccurate or incomplete data;
- Withdraw consent to process your personal data at any time, if you were asked for and provided consent (and where no other lawful basis for processing applies).

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data e.g. if you have raised issues about the accuracy or use of your personal data, until we have investigated and responded to your concerns;
- Erase your information or tell us to stop using it to make decisions about you;
- Comply with your wishes where you have previously agreed to us processing your data for a particular purpose and have withdrawn your consent to further processing.

To exercise these rights please contact IBiolC directly via skills@ibioic.com.

Right to Complain

If you have any concerns/ issues with the way the University has processed 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 (<https://ico.org.uk/concerns/>).