

Conference tickets are non-transferable and non-refundable.

## **Conference Summary Privacy Policy**

The organisers of this EBCSS event, aim to wholly comply with EU General Data Protection Regulation (GDPR); that along with our values and principles support our willingness of good practice. Therefore, your consent for us to handle your personal and business information is crucial to ensure transparent and accountable practices.

### **Details of what information we collect from you, what we do with it and who it might be shared with:**

#### ***What information do we collect from you?***

We collect information about you (name, email address, employment information, location etc.) when you voluntarily complete the form to register for events so we can process your details in order to deliver our services.

#### ***Why do we collect this information?***

We use the personal information you supply in our membership and event registration databases to be able to offer you our services in a number of ways, such as:

-Delegate registration

-Conference/meeting or event planning, including marketing and information emails from EBCSS about this event and future EBCSS events, and marketing/information emails on behalf of our 3<sup>rd</sup> party sponsors regarding sessions they will hold at this event. You retain the write to unsubscribe from any marketing email we send.

#### ***Who might we share your information with?***

If you agree, we shall pass on your personal information only and exclusively to the companies that we are working with, including our ticket management site 'Sell Tickets' and our registration site 'Nunify' to arrange the services that you require such as event registration, membership, venue logistics, etc.

By not agreeing to allow us to share data with appropriate third-part suppliers, it will be impossible for us to deal with your individual registration and/or services to this event.

We will not disclose any information for marketing purposes to any company outside the ones related to the planning of the event; except to help prevent fraud, or if required to do so by law, or if you opt to allow us to pass your contact details (name and email address) to our conference sponsors/exhibitors via the online registration form.

We will not disclose your personal details to 3<sup>rd</sup> party sponsors of the event unless you specifically confirm your willingness to participate during the registration process.

#### ***What do we do with your information?***

We have the appropriate physical and technical security measures, policies and procedures in place to prevent your personal data from being accidentally or deliberately compromised.

***How long do we keep hold of your information?***

We will retain your information for the period of membership or event registration that you have chosen, until immediately after the event has been finalised or until the financial requirements that are established by law have been complied with. You have the right to withdraw consent at any time, to request to be forgotten or have deleted your individual data from our records.

***How can I access the information you hold about me?***

You have the right to make a subject access request (SAR) for information that we hold about you at any time. EBCSS wants to follow best practice information-handling, and should you require a SAR, please email [ebcss@igc.ed.ac.uk](mailto:ebcss@igc.ed.ac.uk).

If you need further information on how your individual information is used, or how we maintain the security of your data, please contact us by email: [ebcss@igc.ed.ac.uk](mailto:ebcss@igc.ed.ac.uk).

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate.

If you require this form to be translated into another language or have difficulties reading this privacy notice, please let us know.

Our full privacy policy can be viewed at [www.ebcss.org/privacy-policy](http://www.ebcss.org/privacy-policy).