**Information on data protection requirementsand how it will impact you as the Event Organiser**

It is vital for event organisers to understand data protection and associated legislation\* the legislation and to understand the requirements. The legislation applies to everything from registration systems, event apps and surveys to social media, collecting business cards and scanning badges.

**Move your data into a secure database**

Stop using unsecured spreadsheets and move to an encrypted system. Be aware who has access to the data (e.g. temporary staff) and update the password regularly. It is recommended that you use a University approved system further information is available on the University website:

[Data Storage | Information Services | Queen's University Belfast (qub.ac.uk)](https://www.qub.ac.uk/directorates/InformationServices/Services/Office365Queens/DataStorage/)If you print event information containing personal data ensure that it is kept secure and protected from unauthorised access. Ensure that it is dispose of securely in line with the University’s disposal policy.

**Contact your technology providers**

Get in touch with any event registration or event management platforms you use or the providers of any other apps or tech that use personal data and ask them to prove GDPR compliance.

**Cleanse your data**

If you intend to use personal data for direct marketing purposes then you must clearly explain how you plan to use the information and you must obtain explicit consent. Always respect an individual’s preference and absolute right to object or opt out of direct marketing.

Make sure all your existing data is squeaky clean by getting people to re-opt-in and destroying any data you can no longer use either because you don’t have consent or the individual has decided to opt out.Unbundle consent e.g. provide separate tick-boxes for phone contact, contact by email and sharing with third parties like venues, sponsors and speakers.Third parties must be named.**Contact third parties**

Contact anyone you have shared data with such as event sponsors, partners or stakeholders and ensure anyone who has requested removal is removed. Make sure they are aware of their obligations under UK GDPR.

For further assistance please contact the Information Compliance Unit  [Info.Compliance@qub.ac.uk](mailto:Info.Compliance@qub.ac.uk)

\*[UK GDPR](https://www.legislation.gov.uk/eur/2016/679/contents)

[Data Protection Act 2018](https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted)

[Privacy and Electronic Communications Regulations 2003 (PECR)](https://www.legislation.gov.uk/uksi/2003/2426/contents/made)