 Queen's University Belfast
University Road
Belfast
Northern Ireland
BT7 1NN

**EVENTS AT QUEEN’S PRIVACY NOTICE**

1. This Privacy Notice tells you what we do with information we collect about you. The notice is addressed to individuals who are users of our services, customers, website users and third parties. We refer to all these individuals as “customers” or “you” in this notice.

**WHO WE ARE**

2. We are Queen’s University Belfast (“we”, “us” and “our”), a Higher Education Provider (HEP) and provider of events and conference space and services.

**PERSONAL DATA WE USE**

3. When providing conference and event space and services we will ask for information about you, such as your name, address, DOB, bank details, etc. This is known as your “Personal Data” and is required to process your enquiry.

**HOW WE USE YOUR PERSONAL DATA**

4. We use your Personal Data and in the following ways:

 To accurately record data about your enquiry.

 To compile an event contract.

 To contact you to discuss future potential events.

**REASONS WE CAN COLLECT AND USE YOUR PERSONAL DATA**

5. The reasons we are processing your Personal Data are:

5.1 As a legitimate business interest, we will contact you regarding past, existing, future or potential events.

5.2 To update you on new facilities and/or event services.

**WHO WE SHARE YOUR DATA WITH**

6. Your personal data is held on a secure conference software system provided by Kinetics Solutions. For the purpose of system management only, Kinetics can access your information in line with our Data Protection Policy and Procedures but will not use your data for any processes other than those specified in our Privacy Policy. Your data will not be shared outside of the European Economic Area.

7. You may withdraw your consent at any time by contacting the Events at Queen’s team.

8. In other cases, if we stop using your information we will not be able to provide the services that you are asking us to give you. We will tell you about this if you make a request.

**HOW LONG DATA PROCESSING INFORMATION WILL BE KEPT**

9. We will keep it for up to 6 years from date of collection. We are only allowed to keep your information if we need it for one of the reasons described above.

**YOUR RIGHTS**

10. You can contact us at the address above for one or more of the following reasons:

 10.1.1 To ask us to amend information about you that is inaccurate, outdated or incomplete, this is known as your right to rectification.

 10.1.2 To ask us to delete information about you, this is known as your right to erasure.

 10.1.3 To tell us you no longer agree to us using your information about you and ask us to stop, this is known as the right to object.

 10.1.4 To tell us to stop using information about you to sell you products and services, which is known as the right to restrict processing.

 10.1.5 To make “subject access requests” – which is a request for us to send you the information we have about you

 10.1.6 To ask us to provide you or someone else (on your request) in a structured; commonly used machine-readable format with the information you have provided to us about yourself. This is known as “data portability” right.

 10.1.7 To ask us not to use information about you in a way that allows computers to make decisions about you based solely on automated processing.

**CONTACTING US**

11. The Information Compliance Unit
Registrar’s Office
Lanyon South
Queen’s University Belfast
University Road
BT7 1NN
info.compliance@qub.ac.uk

**COMPLAINTS**

12. You have the right to complain about how we treat your Personal Data to the Information Commissioner’s Office (ICO). The ICO can be contacted at:

 Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

**CHANGES TO THIS NOTICE**

13. We may update this Privacy Notice from time to time. We will notify you of the changes where we are required by law to do so.