



Queen's University Belfast
Wellcome-Wolfson Institute for Experimental Medicine
97 Lisburn Road
Belfast
Northern Ireland
BT9 7BL

8th European Conference on Weaning and Rehabilitation in Critically-ill Patients

Wellcome-Wolfson Institute for Experimental Medicine

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 the Wellcome-Wolfson Institute for Experimental Medicine in the School of Medicine, Dentistry and Biomedical Sciences at Queen's University Belfast (“we”, “us” and “our”), a Higher Education Provider (HEP),

PERSONAL DATA WE USE

3. When facilitating your registration for the 8th European Conference on Weaning and Rehabilitation in Critically-ill Patients we will ask for information about you, such as your name, email address, job title, etc. This is known as your “Personal Data”. We may also ask you for some special categories of information (for example, information about your accessibility requirements). This is known as your “Sensitive Personal Data”.

DATA FROM OTHER SOURCES

4. We do not collect information about you from other persons.

HOW WE USE YOUR PERSONAL DATA

5. We use your Personal Data and Sensitive Personal Data in the following ways:
 - To register you for the conference
 - To arrange access to QUB's wifi network
 - To ensure all accessibility requirements are met
 - To ensure that all food allergy and catering requirements are met
 - To ensure that in an emergency situation we are able to contact your emergency contact
 - To notify you about the next ICU Rehab Network European Conference on Weaning and Rehabilitation in Critically-ill Patients

REASONS WE CAN COLLECT AND USE YOUR PERSONAL DATA

6. The reason[s] we are processing your Personal Data [is/are],
- 6.1 You are registering to attend the 8th European Conference on Weaning and Rehabilitation in Critically Ill Patients and it is therefore in the legitimate business interests of the University to use the data you provide to support these activities.

WHO WE SHARE YOUR DATA WITH

7. We can share your information including Personal Data and Sensitive Personal Data with the following parties for the purposes set out above. This is done in line with our Data Protection Policy and Procedures:

The support staff within WWIEM involved in organising and running the conference.

The staff in QUB's Information Services who arrange wifi access. Data may also be provided to the University's Finance Directorate in order to process payments and keep financial records.

The organising committee for the next ICU Rehab Network European Conference on Weaning and Rehabilitation in Critically-ill Patients

8. Sometimes we will not stop using your information when you ask us to, for the reasons described in this notice, but we will tell you about this if you make a request.
9. You can cancel your registration at any time subject to the financial penalties stated on the registration page.
10. 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.

DATA PROCESSING OUTSIDE EUROPE

11. We do not share your data outside Europe

HOW LONG DATA PROCESSING INFORMATION WILL BE KEPT

13. We will keep your general information for up to one month from the end of the conference.

YOUR RIGHTS

14. You can contact us at the address above for one or more of the following reasons:
 - 14.1.1 To ask us to fix information about you that is wrong or incomplete, this is known as your right to rectification.
 - 14.1.2 To ask us to delete information about you, this is known as your right to erasure.
 - 14.1.3 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.
 - 14.1.4 To tell us to stop using information about you to sell you products and services, which is known as the right to restrict processing.

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

14.1.6 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.

14.1.7 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

15. The Information Compliance Unit
Registrar’s Office
Lanyon South
Queen’s University Belfast
University Road
BT7 1NN

info.compliance@gub.ac.uk

COMPLAINTS

16. You have the right to complain about how we treat your Personal Data and Sensitive 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

17. 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.