

Event privacy notice

This privacy notice explains how Linkage Community Trust processes your personal data when you register for or attend an event and your rights in relation to the personal data we hold. It supplements our data protection and privacy policies, available at: [Linkage.org.uk/policies/](https://linkage.org.uk/policies/)

What personal data will be processed?

If you register online, and consent to share your information with us, Linkage will receive the following information:

- your first and last name,
- your email address,
- your phone number
- your communication preferences, and
- any dietary and accessibility requirements you have chosen to provide during the event registration.

Please note that we will be taking photographs and video recordings at this event. If you do not wish to be photographed or filmed, please contact us, or notify us at the event venue.

If you are below the age of 16, we recommend that you make yourself known to a colleague so we can ensure you aren't featured in any photographs or footage. If you choose to be recorded, a consent form should be completed by your parent or guardian.

What is the purpose of processing?

Linkage will process your personal data for the following purposes:

- To reserve a place for you at the event you requested to attend.
- To provide you with information about the event(s) you have registered for, such as event updates, and possible changes, cancellation, or other similar information.
- For general administration and organisation of our events, for example to contact you with information about an event or conference that you're exhibiting at or attending as we need to use your details for planning and logistics, to invoice you, to provide you customer service in relation to the event, and general administration of your attendance at the event.
- To fulfil and monitor our legal responsibilities, for example, under public safety legislation.
- Per your preferences, to communicate with you about other events, news, and services we provide.
- To ask you for your feedback or review after an event you have attended.
- To film and photograph the event. You will be notified if we intend to photograph/film an event, for example, in the invitation and on signs at the entrance to the event.
- To improve our services, supporter relationships and experiences.
- To plan better future events and improve attendee experiences.

What is the legal basis of the processing?

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- To provide requested information.
- For our legitimate interests.
- Where we need to comply with a legal obligation.

Who will your personal data be shared with?

- Within Linkage Community Trust, your personal data is shared only with those departments and staff who need access for the processing purposes set out above.
- We may share some of the information with external organisations providing services for the event you are attending. The information shared will only be used to provide the service required.

How long is your personal data kept?

Your information is securely stored. We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

Your rights

Under GDPR, you have the right to request any personal data stored by Linkage, withdraw consent at any time and exercise other rights under GDPR.

For more information on your rights, please visit: [Linkage.org.uk/policies/](https://linkage.org.uk/policies/)

Contact us and our Data Protection Officer

If you have any further enquiries or would like more information of how we process your personal data, please contact our Data Protection Officer at dataprotection@linkage.org.uk