

Events Privacy Notice

General statement

Liverpool School of Tropical Medicine (LSTM) is committed to ensuring that your privacy is protected and only processes personal data in accordance with the latest data protection legislation.

If you are attending an event in connection with our fundraising activities then you may also like to check our [Fundraising Privacy Policy](#).

Purpose

UK based event management (including conferences, seminars, tours, open days, graduation ceremonies, etc.)

What information is being collected & what is the legal basis for collecting the data?

Types of personal data can include, but is not limited to:

- information to identify you, e.g. name, title, date of birth;
- contact details including e-mail address, social media account details, telephone number;
- images and/or audio on recordings of events and on CCTV;
- details of your institution or employer, qualifications and professional experience;
- events you have attended in the past or for which you are registered to attend in the future;
- other biographical details;
- information contained in newspaper articles and broadcast media;
- family, nationality or other information as stipulated by VISA regulations;
- gender;
- accessibility needs;
- information published by Companies House;
- payment details and financial transactions in relation to events; and
- records of communications sent to you or received from you.

We may also collect the following special category personal data for event management, for example:

- information concerning your health and medical conditions (e.g. disability status and dietary needs)
- criminal acts caught on our CCTV
- diversity information including racial or ethnic origin; religious or similar beliefs; and sexual orientation

Your personal data will be processed using the legal obligations basis under GDPR Article 6(c), for example:

- the detection and prevention of crime and to assist the police and other competent authorities with investigations and to ensure our safeguarding duties and subject access requests of others, and
- to comply with safeguarding duties.

LSTM uses the public interests basis under GDPR Article 6(e) for processing personal data as part of our charitable work, e.g.:

- sharing your information with partners and companies providing services for the event such as caterers,
- collecting images and audio recordings of the event for publishing, and
- creating and distributing lists or biographies of attendees, delegates or speakers.

In some cases, we also may obtain your consent. For example, if we need to process any categories of data which are defined as “special category” data under the GDPR. These include (race, religion, health or sexual life). Such circumstances would include:

- Information on dietary requirements, allergies or accessibility requirements

In the event of an emergency occurring while you were attending an event, we would invoke the “vital interests” legal basis if we needed to contact the emergency services and you were unable to give your consent.

How is the information collected?

Information is likely to be collected in the following ways:

- From you when you:
 - Communicate with us by e-mail, social media, telephone, letter, etc.
 - Register online for one of our events, or
 - Complete surveys and feedback forms.

Via third party services such as Eventbrite. If you do not wish to use these third party providers you can get in touch with us directly via events@lstmed.ac.uk

How the information is being used, stored and protected?

Information we collect will be stored on LSTM’s IT systems which may include cloud providers and web applications such as MS Office 365, Eventbrite, and MailChimp.

Who will the information be shared with?

We may need to share your information with outside partners such as the police, regulatory bodies or legal advisors where there is a legal requirement or an overriding public interest to do so.

We may also share personal data with the contractors used to deliver the event, e.g. external event venues and caterers.

LSTM will never sell or trade your personal data.

Retention of data and updating your information

LSTM will retain your data as outlined in our current retention schedules which can be consulted upon application to the Data Protection Officer.

How will the collection of data affect you?

In exceptional circumstances your data may have to be disclosed by LSTM to third parties. These include:

- protecting the vital interests of the data subject (i.e. release of medical data where failure to release the data would result in harm to, or the death of, the data subject)
- preventing serious harm to a third party that would occur if the data were not disclosed
- safeguarding national security
- prevention or detection of crime
- apprehension or prosecution of offenders
- assessment or collection of any tax or duty or of any imposition of a similar nature
- discharge of regulatory functions, including securing the health, safety and welfare of persons at work

Such disclosure will only take place in accordance with current data protection legislation.

Your rights and how to find out what information we hold about you

As a person whose personal data we are processing, you have certain rights under the GDPR, e.g.:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure (to be forgotten)
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

If you wish to exercise any of the rights above, please get in touch with our Data Protection Officer via the contact details below. You also have the right to complain to the [Information Commissioner's Office](#) about the way in which we process your personal data.

How to contact us

If you wish to exercise any of these rights, including making a subject access request for information held by LSTM, please contact us at: dataprotection@lstm.ac.uk

General queries about data protection at LSTM should be directed to:
The Data Protection Officer
Liverpool School of Tropical Medicine
Pembroke Place
Liverpool
L3 5QA