

Reps Privacy Notice

This notice tells you about how we collect, use and store your personal information when you book on a reps course.

In accordance with guidance issued by the Information Commissioner's Office (ICO), Prospect is a "data controller" for the purposes of your personal data. Prospect's main privacy policy can be found at www.prospect.org.uk/privacy

Prospect is committed to protecting your privacy and complying with our obligations under the GDPR and Data Protection Act 2018.

When you book a course we will use your details to:

- Administer your online booking; contact you with regard to any matter arising from your booking, or attendance at our event.
- Distribute a list to the course tutor
- Administer your expenses
- Book your accommodation

The only information kept by Prospect will be the information volunteered at the point of joining as a member.

If you require accommodation Prospect will share your name with a hotel directly, their individual privacy policies can be found

<https://www.imperialhotels.co.uk/en/privacy>

<https://www.wyndhamhotels.com/about-us/privacy-notice>

If at any time you wish to exercise your right to see the data held about you, wish to update or remove your details, or have any other queries about this privacy notice you should contact the Data Protection Compliance Officer:

- Prospect, New Prospect House, 8 Leake Street, London. SE1 7NN
- Email: datacompliance@prospect.org.uk
- Phone: 0300 600 1878

You have the right to lodge a complaint about the data controller with the Information Commissioner's Office (ICO) if you believe that the Prospect has not complied with the requirements of the GDPR and Data Protection Act 2018 with regard to your personal data.

Last update: 16th July 2018