



FREELANCERS' FAIR 2019 PRIVACY NOTICE

BECTU Sector event for freelance workers in the TV and Film industries, involving seminars, workshops and exhibition space.

Data Controller

BECTU is a sector of Prospect. 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.

ICO Registration Number: Z7184238

- Prospect can be contacted as follows:
Post: Prospect, New Prospect House, 8 Leake Street, London. SE1 7NN
Email: datacompliance@prospect.org.uk
Telephone: 0300 600 1878
- BECTU Sector – 373-377 Clapham Road, London SW9 9BT

Prospect's Data Protection Compliance Officer is Tracey Hunt who can be contacted on 0300 600 1878 or by email at datacompliance@prospect.org.uk

Purpose of Processing

We collect and process data to:

- Administer your online booking; contact you with regard to any matter arising from your booking, or attendance at our event.
- To organise staff, speakers and trainers for the event.
- To supply workshop trainers with names of attendees.
- To keep a record of event attendance by the completion of sign in sheets
- To film the event
- To contact you with information for forthcoming BECTU events

Personal Data

The personal data we collect from you are:

Name
Email address
Bank Details

The special category data we collect from you are:

Union membership number
Photographs
Video of event

Legal Basis for Processing

The lawful basis for processing your data is:
Contract - when you sign up to attend the event
Consent – to receive emails about further events

The lawful basis for special category data is:
Processing is carried out in the course of our legitimate activities

Third Party Disclosure

Your data will only be shared with the following:
Eventbrite
Workshop organisers

Your data will not be shared with any third parties overseas.

Retention

Contact details will be kept for a year.
Photographs and video will be kept indefinitely

Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right to withdraw consent
- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.

Complaints

If you have any questions, concerns or a complaint about the way we are collecting or using your personal data, or if you wish to exercise your rights under GDPR please contact the Data Protection Compliance Officer at Prospect.

Our Data Protection Compliance Officer can be contacted directly by:

- Post: Prospect, New Prospect House, 8 Leake Street, London. SE1 7NN
- Email: datacompliance@prospect.org.uk
- Phone: 0207346 0911

In the event that you wish appeal against a decision about a complaint, please contact the Data Protection Officer at Prospect in the first instance. However, you have the right to lodge a complaint directly with the supervisory authority, the ICO.

Information Commissioner's Office (ICO)

- Wycliffe House, Water Lane, Wilmslow, SK9 5AF
- <https://ico.org.uk/concerns/>
- Telephone: 0303 123 1113