



# BECTU Sector Conference Privacy Notice

## **BECTU SECTOR CONFERENCE**

This privacy notice covers the organisation and administration of the BECTU Sector Conference and associated divisional meetings.

## **Data Controller**

Prospect is the “data controller” for the purposes of your personal data. This means we determine the purpose and means of the processing, storage, protection and transfer of your personal data. The data provided will be used by the conference organisers within the BECTU sector to process the registration of delegates, members, staff, visitors, and guests. Data provided will also be used to administer the organisation of conference.

## **What Personal Data Do We Need From You**

The personal data we would like to collect from you are:

- Name and contact details
- Telephone/Mobile number
- Email
- Name of partner

## **What Special Category Data Do We Need From You**

- Membership number, division, branch, branch position
- Name of children and ages if under 12
- Dietary Requirements
- Health data
- Equality Monitoring, including race, disability, gender, sexual orientation

## **What will your personal data be used for**

The personal data we collect will be used for the following purposes:

- The administration of conference arrangements.
- To contact you regarding any matter arising from the processing of your registration
- Organising accommodation and liaising with hotels
- Processing nominations for SOC and organising ballots as necessary
- Administering voting at conference
- Arranging access requirements to meet members specific needs
- Equality Monitoring

## **Lawful Basis for Processing**

The purpose of collecting your personal data is to fulfil our contractual obligation to our members under Prospect rules and is necessary for the purposes of the

legitimate interests of the union to process your data. As we also collect special category data our lawful basis is that the processing is carried out in the course of our legitimate activities.

Equality monitoring processing is necessary for the purposes of our legitimate interests and is necessary for the monitoring of equality of opportunity or treatment as permitted under the DPA 2018 schedule 1, part 1.8

### **Who we might share your data with**

Prospect takes your privacy very seriously and will never disclose or share data, unless it is for the purposes outlined below or required by law.

- Hotels
- Snap surveys
- Officials
- SEC

### **How long will we keep your data?**

We keep the information we hold about you for as long as we need it for the purpose we collected it. In line with our Retention Policy your data will be retained for the following periods:

Conference attendance list – indefinitely

Individual registration forms – 5 years

Hotels - 5 years

### **Your rights as a data subject**

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	where certain conditions apply to have a right to restrict processing the processing of data.
Right to object	you have the right to object to certain types of processing such as direct marketing.

### **Complaints**

If you have concerns over the way we are collecting or using your personal data, and if at any time you wish to exercise your right to see the data held about you, update or remove your details you should contact the Data Protection Compliance Officer (DPCO)

Our Data Protection Compliance Officer can be contacted directly

- Postal Address: Prospect, New Prospect House, 8 Leake Street, London, SE1 7NN
- Email: [datacompliance@prospect.org.uk](mailto:datacompliance@prospect.org.uk)
- Phone: 0300 600 1878

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office (ICO)

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

### Links

Prospect's main privacy policy can be found at [www.prospect.org.uk/privacy](http://www.prospect.org.uk/privacy).  
 Snap Surveys privacy notice can be found at <https://www.snapsurveys.com/gdpr/>  
 Conference venue privacy notice can be found at <https://hiltonhonors3.hilton.com/en/policy/global-privacy-statement/index.html>

The Conference organiser is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of GDPR.

This procedure was approved by the Data Protection Compliance Officer on XXX and is issued on a version controlled basis under her signature.

Signature: **Tracey Hunt**  
 Data Protection Compliance Officer

Date: 02/01/2018

### Change of History Record

Issue	Description of Change	Approval	Date of Issue
Version 1	Initial Issue	T Hunt	02/01/2018