

Conference and Events Team Privacy Statement

Cardiff University is the data controller and we take your privacy seriously and will only use your personal information to administer your enquiry/booking to provide the services you have requested from us. This data protection notice is supplemental to, and does not replace, the university's [Data protection notice for enquirers and professional partners](#), where you can find information on your rights, how to contact the university's data protection officer and the Information Commissioner.

Please note we keep your contact details for internal use only. As you have contacted us for information on our facilities and services, or have booked meeting space, catering or accommodation with us, the details you provided are stored on our Conference and Events database.

From time to time, we would like to contact you with an updated newsletter detailing new developments on our facilities/ services or special offers we have. We may send you these communications if you have indicated that you are happy to receive these or you have previously used our facilities. If you do not want to receive marketing communications you can choose to opt out at any time, by clicking on the relevant unsubscribe link at the bottom of any marketing related email you may receive from us.

Your data is held securely and in adherence to data protection legislation. Cardiff University uses a third party to collect payments for delegates registering to attend an academic meeting/conference; the organisations are bound by a contractual obligation to process personal data in accordance with data protection legislation and our instructions. Data is never "sold" to third parties or companies/ organisations.

The university may collect and hold the following personal information from you:

Your name including title

Home or work address

Contact telephone number

Email address

Payment information where appropriate

Where necessary next of kin contact details to use in an emergency

Personal requirements relating to a booking i.e. dietary/access requirements

Why we collect this data?

- Personal information will be used for associated administrative purposes (Legal basis (1) – processing is necessary for the performance of a contract).
- To ensure the health, safety and security of delegates during the time they are on campus and to ensure that reasonable adjustments are put in place (Legal basis (5) – processing is necessary for compliance with a legal obligation to which the university is subject).
- To provide further information on news and forthcoming events (Legal basis (3) – with consent/Processing is necessary for the purposes of the legitimate interests pursued by the University or a third party).

We store the information we have about you in a secure manner and access is restricted to the people who need to see it; for example, the Conference, Events and Catering team (staff who would administer your enquiry/ booking), Residence Management Team (if accommodation reserved) and our Finance Team.

We have policies in place to retain the information only for as long as we need it. If you have processed a financial transaction with us, our policy is to hold records for 7 years.

Any changes to our privacy policy in the future will be posted to our website and, where appropriate, you will receive an email notification.

If you have any questions about how we use your personal data or if you want to opt-out of receiving correspondence from us, correct or update, please email us at **Conference@Cardiff.ac.uk**

You can also choose to tailor how we contact you and/or unsubscribe from any contact from the Conference and Events team. Please let us know of your preferences by contacting:

Conference and Events Team
Email: Conference@Cardiff.ac.uk
Tel: 029 2087 5117
Cardiff University
Southgate House
Bevan place
Cardiff CF14 3AT