

Privacy Notice for Event Bookings

1. This privacy notice explains what personal information The Humberside Group of Local Medical Committees Ltd ('Humberside LMCs') processes for the purposes of managing events booked via our Event Management module hosted by [FourteenFish](#). It explains why we hold this information, what we do with it, how long we keep it for and whether we share it with any third parties.

What information do we collect and why?

2. When you book to attend one of our events, we process the following information:
 - Information about who you are including your name, contact details and employing organisation
 - Additional information you may be asked to provide for some events as part of the booking process
 - Your credit/debit card details if the event has a delegate fee and you are paying with a personal banking card
3. The information you provide will be used by Humberside LMCs to manage attendance at events, collect payment from you and to circulate information in advance and after the event (e.g. presentations and CPD certificates). It may also be used to request feedback.
4. If you are not successful in securing a place, you will have the option to enter your details to go onto a waiting list in case a place becomes available.
5. We may also collect information about:
 - Dietary requirements for catered events
 - Any specific accessibility requirements you may have
6. The information you provide on dietary or accessibility requirements will be used only to make appropriate catering arrangements and any adjustments that may be needed to enable your participation in the event.

How do we collect information?

7. We will ask you to provide some or all of the above information online at the time of booking or via telephone/email when we contact you to confirm that you have been allocated a delegate place.

What do we do with your data?

8. The personal information you provide is stored in our cloud-based software. If you have a pre-existing relationship with us, we may already hold personal information about you and details of the events/training you attend will be recorded alongside this.
9. The staff team within Humberside LMCs will have access to your data to enable them to organise the event and to liaise with you.

10. We may share your name and employing organisation/practice/place of work with any trainers, facilitators or event speakers. We will not share your email address or telephone number with them without your prior consent.
11. We will normally produce a delegate list so that delegates can sign-in to confirm their attendance.
12. We will pass on dietary and accessibility requirements to the venue to ensure that appropriate arrangements are made.
13. We may provide your information to third parties who help us use it for the purposes described above. For example:
 - Our database of personal data may be hosted by third parties on our behalf
 - We may use a third party email broadcasting service in order to send you service emails or (if you have agreed to receive them) marketing emails e.g. Mail Chimp
 - We may use a service such as Survey Monkey or our own website to gather feedback about events

These service providers will not be allowed to use your information for their own purposes or on behalf of other organisations, unless you agree otherwise.

14. Where we use third party suppliers, data may be sent and processed outside of the UK. People in other countries may need to access the data held within the tool for purposes such as technical support. Where data we control is processed outside of the EEA, we will ensure that suitable safeguards are in place. This will include making sure that information is only sent to an organisation which is a member of a scheme which has been approved by the authorities as providing a suitable level of protection. One example is the "Privacy Shield" scheme that has been agreed between the European and US authorities.
15. We may share anonymised information with other third parties, for example feedback from previous events to help us plan future events, but only where the information cannot realistically be identified as relating to you.

What are our legal grounds for handling data collected for event bookings?

16. We will process your personal data for the purpose of event booking and management on the grounds of our **legitimate interest**, GDPR Article 6(1)(f).
17. When we collect any information about dietary or access requirements we also need your **consent** under GDPR Article 9(2)(a) as this type of information is classed as special category data.

How long do we keep your data?

18. If you have a pre-existing relationship with us, we will normally keep your personal data while you or your employer have an ongoing relationship with us. This includes information about events you have attended.
19. If you have booked to attend one of our events but do not have a pre-existing or ongoing relationship with us, we will normally hold your personal information for 3 years as part of our event management information.

Your rights

20. You have a number of different rights in relation to the personal data that we hold about you. These are:

- **Access:** You have a right to find out what personal data we hold about you, and certain other information such as how we are using it.
- **Withdrawal of consent:** When we rely on your consent to use your data, you have the right to withdraw that consent at any time. You can do this by contacting us, or (in the case of emails that are sent on the basis of consent) by clicking the “unsubscribe” link.
- **Rectification:** If the information that we hold about you is inaccurate or out of date, you have a right to ask us to correct it.
- **Objection to legitimate interests:** If you disagree with us relying on the legitimate interests grounds for using your personal data, you can object to us doing so. We will then reassess the extent to which we can continue to use the data in light of your particular circumstances. In the case of our newsletter or emails that are sent on the basis of legitimate interests, you can do this by clicking on the "unsubscribe" link.
- **Erasure:** In certain circumstances you can ask us to delete your personal data from our systems. However, this usually won't apply to all of your data because we might have good reason for needing to keep some of it.
- **Restriction:** In some circumstances you can ask us to restrict the ways in which we use your personal data.
- **Portability:** You have the right to receive some limited kinds of information in a portable format.

21. If you would like to exercise any of these rights, have any concerns as to how your data is processed or would like further information on anything contained within this document, please contact Amalia Booker, Director of Operations by any of the following means:

Email: amalia.booker@nhs.net

Phone: 01482 655111

Post: The Humberside Group of Local Medical Committees Ltd, Albion House,
Albion Lane, Willerby, Hull, HU10 6TS

22. If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's Office (ICO). Further information about reporting a concern can be found at: <https://ico.org.uk/concerns/>. The ICO can also be contacted:

By phone: 0303 123 1113

In writing: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow,
SK9 5AF

Other important information

23. Event bookings are processed via FourteenFish. Their Privacy Policy can be read here: <https://www.fourteenfish.com/privacypolicy>

24. For more information about how Humberside LMCs protects your personal information, please read our comprehensive Privacy Notices which can be accessed below:

[Privacy Notice for Website Users](#)

[Privacy Notice for Business Contacts](#)

[Privacy Notice for Represented GPs](#)