

## Privacy Notice

Name of Process: NHS Assure Research Commissioning Service “Register Your Interest” Event

*Data Controller	Edinburgh Napier University
*Purposes for collection/processing	<p>In order to manage and administer the event.</p> <p>Connecting attendees for networking purposes for the duration of the funding project, unless they opt out.</p> <p>For future related communications and events.</p>
*Legal basis	<p>The legal basis the University relies on is Article 6(1)(e): for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller, namely the University’s <a href="#">Statutory Instruments</a>: “for the objects of providing education, carrying out research, and promoting teaching, research and general scholarship” and the administration thereof.</p> <p>Where special category (sensitive) personal data is being processed the additional bases is Article 9(2)(g), as permitted by under section 10(3), and paragraph 16 of schedule 1, of the Data Protection Act 2018 for the processing of special category (sensitive) personal data for the purposes of providing reasonable adjustments to individuals with particular disabilities or medical conditions.</p> <p>Only data which is strictly necessary will be collected as this is an online event and adjustments which would be made for a physical meeting are largely not applicable, although some relating to online accessibility may remain. Only information relating to necessary adjustments will be collected, none relating to any specific health conditions, disabilities, etc. Please contact the event organiser if you wish to provide any necessary adjustment information.</p>
Whose information is being collected	Event speakers, participants and attendees.
What type/classes/fields of information are collected	<p><input type="checkbox"/> Personal details, including name and contact details.</p> <p><input type="checkbox"/> Speaker biographies (which will be available on the website along with recordings of the event).</p> <p><input type="checkbox"/> Employment details, e.g. job title/designation and employer (organisation).</p> <p>Special category (sensitive) personal data concerns, reveals or is about:</p>

	<input type="checkbox"/> health – only necessary adjustments to facilitate attendance and accessibility, no specific health information.
Who is the information being collected from	Directly from speakers, participants and attendees.
How is the information being collected	Attendees and speakers will be contacted through existing networks and through the use of publicly available information.
*Who is personal data shared with internally and externally	<p>Information will be shared within the team managing the event. Following the event we intend to put interested parties in contact with each-other e.g. where there are shared interests/topics/research themes. <b>If you do not wish your information to be shared please advise the team managing the event or do not opt in.</b> Participants must only use the data of other participants in connection with this event or related/relevant business purposes/networking. The event organiser may use your details to contact you in connection with this event.</p> <p>Event ticketing is being managed using EventBrite. 'Please note that by registering for this event via Eventbrite, which will host your data in the US, you will be supplying your personal data to the company/ website and as such you are accepting and consenting to the practices in their Privacy Policy which can be accessed here: <a href="https://www.eventbrite.co.uk/">https://www.eventbrite.co.uk/</a>. Eventbrite provide this when you register for their services on their website. Edinburgh Napier University is not affiliated with this company/website in any way, is using its services solely for the purposes of facilitating event ticketing and registration and does not accept any responsibility or liability for personal data which you have chosen to provide to such third party sites.</p> <p>The Edinburgh Napier University website will be used for the event website. MS Teams Live will be used to run and record the event.</p>
*How long is the information kept for	Data will be kept in a password protected spreadsheet for invitation to future events. If you do not wish to be contacted please advise a member of the event team or reply to any email communication with 'Unsubscribe' in the subject/title field. The data will be reviewed in 2024 for retention purposes, and may be kept longer if it is still relevant. The University may

	contact you to ask if you would like us to keep in touch. You can unsubscribe at any time.
*Will the data be used for any automated decision making	No
*Is information transferred to a third country outside the UK?	Eventbrite is based in the US – by using the service you are providing them with your personal data.
<p>*This information is provided to supplement the University’s main Privacy Notices and it is recommended that appropriate notices are reviewed to provide full information about how the University processes personal data.  You can access all the University’s privacy notices using the following link:  <a href="https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx">https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx</a></p> <p>*You have a number of rights available to you with regards to what personal data of yours is held by the University and how it is processed – to find out more about your rights, how to make a request and who to contact if you have any further queries about Data Protection please see the information online using the following URL: <a href="https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx">https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx</a></p>	