



EVENT ATTENDEE PRIVACY NOTICE

INTRODUCTION

This privacy notice explains how we use and process your personal data – also known as personal information - in relation to your attendance to the [iSCAPE project](#) event organized by University College Dublin, Republic of Ireland (the 'University').

The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any personal information processed by the University will be treated in accordance with the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018 (Ireland).

We may collect your personal data only to the extent necessary for organisational and security purposes and provide you with information about the iSCAPE project event (before, during and after).

WHY AND HOW DO WE PROCESS YOUR PERSONAL DATA?

Purpose: We collect and use your personal information to ensure an adequate organization and follow-up of the iSCAPE project event organized by the University. This includes the following purposes:

- To reserve a place for you at the event you desire to attend;
- To provide you with information about the event for which you have registered, that includes event updates, and possible changes, cancellation or similar information;
- To provide you with information about accessibility, transportation, parking, etc. that may impact on your attendance to the event.

The following personal data will be collected and processed:

- Contact details (first name, last name, e-mail, name of organisation, country);
- Photographs, video recordings of speakers and participants, if consent provided;
- For the speakers: the names, photos and short CVs of the speakers if provided voluntarily.

Video recording and images of the speakers and the participants, as well as photographs of groups of participants and organisers will be taken and published in the context of the event. We use social media and online channels to inform about and promote the project event through widely used and contemporary channels.



Your consent is required for:

- Video recording and images of the speakers and the participants, taken and published in the context of the event.

We will never divulge your personal data for direct marketing purposes.

Your personal data will not be used for an automated decision-making including profiling.

Data processing by Third Party: We use the [Eventbrite platform](#) for event organizational purposes, which includes setting up an online registration form using the Eventbrite platform. This platform enables us to administer the event effectively in accordance with the purposes set out above. The University as 'Data Controller' collects your personal data through the platform as outlined in this privacy notice. Eventbrite as 'Data Processor', however, processes your data on the behalf of the University in accordance with their [Privacy Policy](#) and [Privacy Shield Notice](#), which complies with the EU-U.S. and Swiss-U.S. Privacy Shield Framework.

WHO HAS ACCESS TO YOUR PERSONAL DATA AND TO WHOM IT IS DISCLOSED?

Access to your personal data is provided to the University staff responsible for organizing the event. Where necessary, we may also share your information with service providers for the purposes of organising the event.

The following data will be published by the University:

- The names, photos and short CVs of the speakers who have agreed so will be published on the event website;
- Video recording and images of the speakers and the participants who have agreed could be taken and published in the context of the meeting.

ON WHAT LEGAL GROUND DO WE PROCESS YOUR PERSONAL DATA?

We ask for your consent to process your personal data for the purposes set out above, and you can withdraw your consent at any time. You give us your consent via a clear affirmative act by ticking each relevant box on the registration form.

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

All personal data related to the organisation of the event will be deleted after 6 months following the event or at the latest after the last follow-up action.

HOW DO WE PROTECT YOUR DATA?

All personal information is treated confidentially and with respect for the benefit of the University and its members in accordance with the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018.



Any personal information that we obtain through Eventbrite will be stored on this platform and will not be disclosed to external organisations other than those acting on the instructions of the University. Where this is the case, a written contract or appropriate data sharing agreement will be put in place between the University and the third party to set out the purposes for which the information can be used and the security measures that must be in place.

We do not sell your personal data to third parties under any circumstances or permit third parties to sell on the data we have shared with them.

WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM?

You have the right of access to the personal data we hold regarding you, and to rectify it, if necessary.

You have also the right to have your data deleted where we no longer have any justification for retaining it.

You have the right to object to processing your personal data if you believe the processing to be disproportionate or unfair to you. You also have the right to object if the personal data was processed for the purposes of direct marketing or profiling related to direct marketing. If necessary, you have the right to restrict the processing of your personal data.

CONTACT INFORMATION

If you have any queries relating to the processing of your personal data for the purposes outlined above or you wish to make a request in relation to your rights you can contact: info@iscapeproject.eu.

If you wish to escalate an issue relating to your rights or would like to make a complain, you can contact the UCD's Data Protection Officer at gdpr@ucd.ie, or equally you can contact the Data Protection Commissioner at www.dataprotection.ie.