

# Privacy Notice – PLATE conferences

## Introduction

Your privacy and protection of your personal information are very important to us and we are committed to robust compliance with the General Data Protection Regulation and the Data Protection Act 1998.

This privacy notice explains what we do with your personal information, how we protect it and explains your rights. This notice is for all those interested in PLATE events.

## Who we are

We are Nottingham Trent University of 50 Shakespeare Street, Nottingham, NG1 4FQ.

You can find us in the Information Commissioner's register of organisations who have paid the Data Controller fee [here](#), reference number Z7109967.

In the rest of this document we will refer to Nottingham Trent University as "NTU", "we" or "us".

If you have any questions about the use of your personal information, or wish to exercise your rights, please contact:

Clare James, Head of Marketing Projects  
Email: [clare.james@ntu.ac.uk](mailto:clare.james@ntu.ac.uk).  
Telephone: +44 115 848 3930

Tracy Landon – Legal Services Manager and Data Protection Officer  
Email: [DPO@ntu.ac.uk](mailto:DPO@ntu.ac.uk)

We may need to update this Privacy Notice from time to time. If changes made to this Privacy Notice are considered to be material, we will notify you of the changes.

## The personal information we hold

We are committed to the responsible handling and protection of personal information. We hold a range of information to permit us to run and administer PLATE conferences. This includes:

- Your name, contact details and email address;
- Your attendance and participation in PLATE conferences.

## Why we process your personal information

We process the personal information of individuals interested in PLATE conferences in our **legitimate interests/task in the public interest** as a University and consortium sharing research, experience and expertise. We rely on **your consent** to provide information about PLATE conferences and any associated initiatives to you. You can withdraw your consent to receiving information about PLATE events at any time, please email Clare James: [clare.james@ntu.ac.uk](mailto:clare.james@ntu.ac.uk).

## How we use your personal information

We will use your personal information for the administration of the PLATE Management Consortium/PLATE Coordinating Committee and to keep in touch with you and to provide you with information about the PLATE conference and events.

We will also use your information to provide statistical information. This will be through anonymisation.

We also use cookies and other analytic technologies to give you a better experience on our website and to improve the relevance of online advertising you see. Please see our [Website Privacy Policy](#).

## Sharing your personal information

Where necessary we will share your personal information with [PLATE Consortium Partners](#). We may also share your personal information with the following:

- Relevant professional regulators;
- Conference and event organisation partners;
- Payment card companies;
- Mailing houses;
- Companies who provide our help desk and IT providers;
- Website and social media providers.

Where necessary we will share information required by law or in the public interest, with, for example, the police or HM Revenue and Customs, any relevant regulator or to exercise or defend our legal rights.

Where information is shared outside the European Economic Area we will ensure appropriate safeguards are in place such as contractual controls and (for US-based Companies) the Privacy Shield Scheme.

Anonymised data is likely to form part of a research publication, conference presentation or public talk.

### **Retaining your personal information**

We will not store your personal information for longer than is necessary. NTU will ensure that our partners and selected third parties with whom we share your personal information in accordance with this Privacy Notice will delete your personal information when they no longer require it.

### **Security of your personal information**

We and our PLATE Consortium Partners have in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition we limit access to your personal information to those employees, agents, contractors and other third parties who have a business requirement to know.

### **Your rights**

You have a range of rights over your personal information. Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you.
- **Request correction** of any inaccuracies relating to your personal information we hold about you.
- **Request erasure** or deletion of your personal information when it is no longer required.

If you wish to exercise your personal data rights or have any questions about how we use your data, please get in touch using the contact details at the top of this Privacy Notice.

If you believe that we have failed to manage your personal data appropriately, you have the right to complain to the statutory regulator – The Information Commissioner's Office.

The ICO contact details are: <https://ico.org.uk/global/contact-us/>