How we use your personal information

*Conference Delegates*

This statement explains how Colleges IT Conference (“we” and “our”) handles and uses data we collect about conference delegates (“you” and “your”). In broad terms, we use your data to manage the ongoing relationship between the CITC and you as part of our community, including keeping in touch with you, managing your attendance at the annual CITC conference, and engaging with you on how you can contribute to the Colleges IT Conference.

We will retain your data indefinitely or until you request us to do otherwise. When changes are made to this statement, we will publish the updated version to our website and notify you by other communications channels as we deem appropriate or necessary.

The controller for your personal data is the is Colleges IT Conference. committee@citc.college should be contacted if you have any concerns about how the CITC is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement.

The legal basis for processing your personal data is that it is necessary for the contract between the CITC and the delegate, except where elsewhere in this statement we have indicated otherwise. You may ask us to explain our rationale at any time.

# How your data is used by the CITC

# We collect and process your personal data, as specified below, for a number of purposes, including:

1. maintaining a record of your registration and attendance of the conference;
2. maintaining a record of your hosting a talk/seminar/or other speaking opportunity at the conference

# Further details are provided in the Annex. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below.

# How we share your personal data

We share delegate names with the conference venue, as well as any dietary requirements.

We share delegate names and dietary requirements with any third-party catering companies.

We share delegate names, job details and email addresses with conference sponsors.

# Your rights

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your data electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner’s Office at <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/> .

*Last updated: 03/01/2024*

**ANNEX**

# We collect and process your personal data, as specified below, for a number of purposes, including:

1. maintaining a record of your registration and attendance of the conference:

We retain personal data (provided by you or created by us), including:

1. your current name and any previous names you have had;
2. your current and previous contact details;
3. your current and previous employment details;
4. your dietary requirements.
5. maintaining a record of your hosting a talk/seminar/or other speaking opportunity:

We retain personal data (provided by you), including:

1. your current name and any previous names you have had;
2. the topic and summary of your talk/seminar/speaking opportunity;
3. feedback from community on your talk/seminar/speaking opportunity.

When you provide this information, we will assume (unless you notify us otherwise) that we can promote these details in our public literature, and can use this information for other purposes outlined in this statement. We may supplement information from other public sources that we consider to be reliable (e.g. your public social media profile(s), Queen’s Honours List, Companies House, high profile news reports or articles) and may check their accuracy with your from time to time.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us.