How we use your personal information

*Users of the CITC website(s)*

This statement explains how Colleges IT Conference (“we” and “our”) handles and uses information we collect when you visit the CITC website(s) – www.citc.college. Where you engage with the CITC for another purpose (e.g. as a conference delegate), there are other data protection statements to explain our management of your personal information – see <https://citc.college/data-protection/>. Where you enter your personal information into an online form for any specified purpose, you will be told about the use we will make of that information (e.g. to enable your attendance at an event).

The controller for your personal data is the is Colleges IT Conference. [committee@citc.college](mailto: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 purposes of our legitimate interests, where we have concluded that our interests do not impact inappropriately on your fundamental rights and freedoms. You may ask us to explain our rationale at any time.

# We collect and process your personal information for operating and improving our webpages, analysing their use and ensuring the security of our website(s).

# We use a third-party service, Google Analytics, to collect standard internet log information and details of

# your visitor behavior patterns. We do this to find out, for example, the number of visitors to each page of

# our website and we delete it after a maximum of 12 months.

# We also collect the request made by your browser to the server hosting the website, which includes the IP

# address, the date and time of connection and the page you ask for. We use this information to ensure the

# security of our websites and we delete it periodically. We may use and disclose it as necessary in the event

# of a security concern or incident.

# If you have concerns or queries about any of the above, please contact us at the address given above.

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your information 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 information with the Information Commissioner’s Office at <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>.

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