



Privacy Notice

The following privacy notice relates directly to the Technologies for Brain Health and Dementia Prevention Workshop, which takes place 13-14 June in the Technology and Innovation Centre, University of Strathclyde.

This event is being delivered in partnership by the Scottish Dementia Research Consortium (SDRC) and the Digital Health & Care Innovation Centre (DHI).

The Scottish Dementia Research Consortium (SDRC) is a network of dementia researchers, policy makers and people living with dementia from across Scotland.

The Digital Health & Care Innovation Centre ("DHI") is one of Scotland's seven Innovation Centres, and a collaboration between the Glasgow School of Art and hosted by, and forms part of, the University of Strathclyde.

This two-day event consists of keynote speakers and interactive workshop sessions. We plan on filming and taking photographs of attendees and participants which will be used by both partners (SDRC and DH) as online resources and marketing collateral that will be shared via websites, social media, newsletters and reports. If you do not wish to be included in photographs and videos can you please make sure you notify our staff on the day of the event and complete the active consent questions at the end of this privacy notice.

This privacy notice explains how the University of Strathclyde will use your personal information and your rights under data protection legislation when you attend a conference or event organised, run or hosted by DHI. It is important that you read this notice prior to providing your information.

If there are any specific data protection implications relating to the conference/event you are attending, you will be advised of these separately.

Who we are

The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the data controller).

If you have any questions regarding the handling of your personal data, or your rights, please contact the University's Data Protection Officer at dataprotection@strath.ac.uk.

Information we collect and use about you

We will collect information necessary to manage your booking/attendance for a conference/event. This will consist of information you provide to us when registering. The information required will be clearly set out in the registration and depends on the event you are attending. At a minimum we will require your name and contact information.

Depending on the event, we may ask for some additional information (where relevant), for example:

- job title/role, company/sector of employment;
- dietary requirements;
- accessibility requirements;
- academic profile, e.g. research interests, abstract submissions;
- marketing preferences;
- geographical location (city/town/region/country)
- product and services you have used/shown an interest in;
- passport and date of birth details (only where you have requested a letter from us for visa purposes to attend an event); and
- payment details.

Photography/filming

At some events photography and/or filming will take place. If this is the case you will be advised in advance and at the event. Where necessary we will obtain consent.

Video Conferencing

When events are held using video conferencing applications, some personal data may be collected by the companies who own these applications. This may include your name, username, email address, your computer's IP address and device name. Where University-approved video conferencing applications are used to record meetings, personal data captured within the recording are stored for a limited period of time within the cloud service owned by that company, on behalf of the University. The University may choose to retain the recording on its own servers for a longer period. Where recording is taking place, you will be notified of this prior to the event taking place and it will be clearly visible to all participants during the event. For further information about how third-party applications may use your data, please read the privacy policy of the relevant video conferencing application.

Equality & Diversity Monitoring

To comply with requirements laid down by funders, DHI may be required to obtain additional information about individuals attending events (age profile, gender, ethnicity & disability) to help us monitor our obligations under equality legislation. You do not have to provide this information, although it is always helpful if you do.

Where this data is collected, we use this in an anonymised and aggregated form which may be shared with the DHI funders (as anonymous and aggregated data), and we do not use it in relation to any decisions about individuals.

Why we require this information and our lawful basis

We require information to:

- manage your booking and attendance (including access and dietary requirements);
- to comply with legal obligations, e.g. health and safety, public health, equality requirements and/or licensing requirements.

We process your information on the basis that:

- it is necessary to fulfil a contract with you;
- it is in the legitimate interests of the University to process your information. Depending on the event this may include: managing registration and attendance and delivering the conference/event (which can involve a variety of tools, including online and video-conferencing tools), group photography and post-event feedback;
- it is necessary in order to protect your or another person's vital interests (emergency situations);
- we have a legal obligation, e.g. health and safety legislation or equality monitoring;
- it falls within the University's public task (events relating to our learning/teaching/research activities); or
- we have your consent to process the information (e.g. sharing contact information; or photography/filming where you are clearly identifiable and the focus of the image).

DHI also would like to use your contact details to contact you regarding membership opportunities, future events, funding opportunities etc. which we think may be of interest to you. We will seek your consent for future marketing during the registration process. If we use your details for marketing, we do so on the basis of your consent. You can withdraw your consent for marketing at any time by clicking 'unsubscribe' on any of the emails we send you.

Where we are required to collect any special category data (for example, relating to health), we process on the basis that:

- we have obtained your explicit consent;
- it is necessary for reasons of substantial public interest (equality of opportunity)
- we have a legal obligation, e.g. health and safety legislation or equality monitoring;
- it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes; or
- it is necessary to protect your or another person's vital interests and you are not capable of giving consent, e.g. emergency situations.

Disclosing your information

Your information may be shared with third party agents appointed by the University to provide event services. These agents will only have access to your information if required to provide that service, they will use your personal data only under instruction from the University.

If the event is being organised with another partner, with whom your personal information will be shared, you will be advised of this when booking the event.

Where events involve networking, we may want to share your contact details with other attendees. If we plan to do this, we will ask for your consent when you register for the event.

If we use any third-party tools to collect and process personal data, we will tell you about this when you register. For example, DHI may use Eventbrite to capture registration information for an event.

Transferring data internationally

If your data is transferred outside the United Kingdom, we will only do this where it is necessary and where there are adequate safeguards in place for personal data.

For example, Eventbrite is a product owned by a company of the same name, an organisation who are based in the USA. Any transfers of personal data to the USA will be made pursuant to a relevant safeguard under the GDPR, namely Standard Contractual Clauses.

How long your information is retained

Your personal data will only be retained for as long as is required. This may vary depending on the purpose of the event and if there are to be any follow-up events, for example. In general, DHI will retain your data for 3 months after an event.

Information may be retained to manage marketing lists, if you have been asked for and have provided your consent. Where you have given consent for marketing, your contact details will be held until you choose to unsubscribe.

Automated decision making and profiling

Your information will not be used for profiling or automated decision-making unless you are otherwise notified of this.

Data is required as part of a statutory or contractual requirement or obligation

When we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.

We will retain your details relating to:

a) Profile registration information/ preferences for a period of five years at which point they will be deleted. We will notify you in advance of this date to confirm whether you wish to remain a DHI member after this time;

Your rights

Under data protection legislation, you have a number of rights* including the right to:

- withdraw consent, at any time, where that is the lawful basis of our processing;
- access your personal data and obtain a copy, free of charge;
- rectify inaccuracies in personal data that we hold about you;
- erasure, that is have your details removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a portable copy of data you have given to us in a commonly used electronic form; and
- object to certain processing of your personal data by us.

*Please note that the ability to exercise these rights will vary and depends on the lawful basis under which the processing is being carried out.

Please contact hello@dhi-scotland.com or dataprotection@strath.ac.uk if you wish to exercise/enquire about any of these rights.

Complaints

If you wish to make a complaint about how we have handled your personal data, you can contact the University's Data Protection Officer at dataprotection@strath.ac.uk.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/concerns/>).