**PRIVACY STATEMENT**

**Information about you: how we use it and with whom we share it**

We will use your personal data to allow us to process your registration, communicate with you and obtain your feedback about the event. We are processing the information about you for these purposes because by registering for the conference, you are entering into an contractual agreement for us to do so.

In order to facilitate online bookings for our events, we use ………. - a third party service which is not operated by the University of Edinburgh. Details of ………. privacy policy can be found at:

If you wish to attend an event organised by …………, but do not wish to use ……, please email us at:

…. (insert email)

If you have given us your permission, we will share your name, affiliation and contact details with the other participants in the delegate list We will not share information about you with any other third party.

After the event, we will send you a survey as it is our legitimate interest to help us improve any future events we organise.

We will hold the personal data you provided us for 6 months. If you have agreed to be contacted about future events, we will hold your personal data for as long as you subscribe to these updates. Financial data such as a payment record will be held for 7 years, but we will ensure that all information that can identify you directly is removed after 6 months.

We do not use profiling or automated decision-making processes.

If you have any questions, please contact… *[insert role title and email address for local contact within school/department]*

This Privacy Statement is continued at:

[www.edin.ac/privacy](https://www.ed.ac.uk/records-management/notice)