

1. Introduction

- a) We are committed to safeguarding the privacy of our website visitors and service users.
- b) This privacy policy ("Policy") sets out the basis on which we will process any personal data we collect from you, or that you provide to us or which is provided to us by a third party acting for you or on your behalf, in relation to events we organise and when you visit our website. This Policy does not apply to information collected by third parties, including through any application or content that may link to or be accessible from our website.
- c) In this Policy, "we" or "us" refers to Govconnect Limited being a limited company registered in England and with registration number 9688781 and whose registered office is at 5300 Lakeside, Cheadle Royal Business Park, Cheadle, SK8 3GP.

2. Who we are

- a) We are a controller for the purposes of the data protection laws. This means that we are responsible for deciding how to hold and use personal data about you. Govconnect Ltd is required under data protection laws to notify you of the information contained in this Policy.

3. How we use your personal data

- a) In this Section 3 we have set out:
 - i. the general categories of personal data that we may process;
 - ii. in the case of personal data that we did not obtain directly from you, the source and specific categories of that data;
 - iii. the purposes for which we may process personal data; and
 - iv. the legal bases of the processing. Most commonly our legal basis will be either use of personal data where it is necessary (i) for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests ("legitimate interests"); or (ii) for us to perform a contract you have entered into ("necessary for a contract"). If we ask for your permission to use your personal data in a certain way, our legal basis is consent.
- b) We may process analytical data about your use of our website ("usage data"). The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths. The source of the usage data is Google Analytics. This usage data may be processed for the purposes of analysing the use of the website and services. The basis for this processing is monitoring and improving our website and services (when in our legitimate interests).
- c) For certain events, we may process your account data, which is supplied by you. The account data may include personal data such as your name and email address. Account data may be processed for the purposes of operating our events, ensuring the security of our website and services, and communicating with you. The basis for this processing is consent [that its necessary so you can attend the event or use the service you've signed up for (i.e. it is necessary for a contract)] or event logistics, such as security for Govconnect conference admission (which is in our and your legitimate interests).
- d) We may process your personal data provided in the course of the use of our services.

- i. For attendees of Govconnect conferences, this service data may include your name, job title, email address, postal address, phone number, and name and email of your finance contact. The source of the service data is you or your employer for the purposes of operating the event, providing our services (which is necessary for a contract) and ensuring the security of our event (which is in our and your legitimate interests).
- e) We may process information that you post for publication on our website or through our services (publication data). The publication data may be processed for the purposes of enabling such publication (which is necessary for a contract) and administering our website and services (which is in our legitimate interests).
- f) We may process information contained in any enquiry you submit to us regarding our services (enquiry data). The enquiry data may be processed for the purposes of answering your enquiry (which is in both of our legitimate interests).
- g) We may process information that you provide to us for the purpose of subscribing to our email newsletters (notification data), which can be submitted [here](#). The notification data may be processed for the purposes of sending you the relevant notifications and/or newsletters (necessary for a contract between us).
- h) Please do not supply any other person's personal data to us, unless we prompt you to do so.
- i) Note that where we rely on legitimate interests as a legal basis you may have a right to object to this in certain circumstances – you can find out more below.

4. Providing your personal data to others

- a) We may disclose your personal data to our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.
- b) We may disclose your personal data to sponsors of Govconnect conferences.
- c) We may disclose data to our digital agency identified [here](#), insofar as reasonably necessary for the security and processing of our online services.
- d) In addition to the specific disclosures of personal data set out in this Section 4, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

5. Retaining and deleting personal data

- a) This Section 5 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.
- b) Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- c) Personal data relating to Govconnectevents will be retained for a maximum period of five years following the end of a conference series.

- d) Notwithstanding the other provisions of this Section 5, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

6. Amendments

- a) We may update this Policy from time to time by publishing a new version on our website.
- b) We will take reasonable steps to make you aware of any material changes to this Policy, but we also recommend you that you revisit this page from time to time to keep informed of our current privacy practices.

7. Your rights

- a) In this Section 7, we have summarised the rights that you have under data protection law. Some of the rights are complex, and not all of the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights and can find out more information [here](#).
- b) Your principal rights under data protection law are as follows (and we've provided some further details about each below):
 - i. the right to access;
 - ii. the right to rectification;
 - iii. the right to erasure;
 - iv. the right to restrict processing;
 - v. the right to object to processing;
 - vi. the right to data portability;
 - vii. the right to complain to a supervisory authority; and
 - viii. the right to withdraw consent.
- c) You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee.
- d) You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.
- e) In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of

our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

- f) In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.
- g) You have the right to object to our processing of your personal data on grounds relating to your particular situation, but only to the extent that the legal basis for the processing is that the processing is necessary for the purposes of the legitimate interests pursued by us or by a third party. If you make such an objection, we will cease to process the personal information unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.
- h) You have the right to object to our processing of your personal data for direct marketing purposes (including profiling for direct marketing purposes). If you make such an objection, we will cease to process your personal data for this purpose. You'll be able to opt-out from emails we send you by clicking on the unsubscribe link at the bottom of those emails and by accessing the email preference form on our website.
- i) You have the right to object to our processing of your personal data for scientific or historical research purposes or statistical purposes on grounds relating to your particular situation, unless the processing is necessary for the performance of a task carried out for reasons of public interest.
- j) To the extent that the legal basis for our processing of your personal data is:
 - i. consent; or
 - ii. that the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract,
- k) and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.
- l) To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

m) You may exercise any of your rights in relation to your personal data by emailing rob.daniels@govconnect.org.uk, in addition to the other methods specified in this Section 7.

8. Our details

a) This website is owned and operated by Govconnect Limited

b) We are registered in England and Wales under registration number 9688781 and our registered office is at 5300 Lakeside, Cheadle Royal Business Park, Cheadle, SK8 3GP

c) You can contact us:

i. by post, to the postal address given above;

ii. by telephone, on +44(0)161 246 6240 or

iii. by email, using enquiries@govconnect.org.uk

a)

Read more at <http://govconnect.org.uk/privacy-policy>