

EVENTS PRIVACY NOTICE

1. Who we are

The Engineering Council is the UK regulatory body for the engineering profession. The Engineering Council is a registered charity, number 286142, whose registered office is 10 Lower Thames Street, London, EC3R 6EN.

1.1 Contact details

The person responsible for data protection matters at the Engineering Council can be contacted by:

- email dpo@engc.org.uk
- post (to the above address)
- telephone: 020 3206 0500

2. Personal Data

2.1 What is personal data

Personal data is any information that can be used to identify an individual.

2.2 What personal data do we collect

The personal data that the Engineering Council collects about you and then processes may include:

- Name
- Email
- Job title
- Employer name
- Postal address
- Car registration (upon request)
- Any special dietary and/or access requirements (upon request)

This data may be supplied directly by you, or by someone else (eg your professional engineering institution). You are not required to submit all of the requested information, though not providing it may impact the ability of the organiser to facilitate the event effectively. Therefore some answers may be compulsory for admittance.

2.3 What we use your personal data for

The personal data we collect will be used for administrative purposes only, to enable the event organiser (either Engineering Council or our partner(s)) to manage the relationship with you effectively and appropriately. This includes using information to:

- share your contact details (primarily your name and email address) with other event organisers or attendees as and where appropriate for administration and facilitation;
- Make arrangements for any events in which you are involved.

2.4 What the lawful basis is for processing your data

Our basis for processing your personal data is legitimate interest.

2.5 Special or sensitive data

The Engineering Council does not normally collect or process special categories of personal data or sensitive data such as race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, etc. However, we may request information relating to dietary requirements for catering purposes, where applicable.

3. Consent

By consenting to this privacy notice, you are giving the Engineering Council permission to process your personal data specifically for the purposes identified above. You may withdraw consent to the Engineering Council processing your personal data at any time by contacting the Engineering Council's Data Protection Lead and requesting a form.

4. Sharing your data

The Engineering Council may pass your personal data to the following third parties, without first obtaining your consent, for the following purpose(s) as part of our processing activities:

Organisation	Purpose
Event Organisers	For the purposes of administration and facilitation

5. Retention

The Engineering Council will process your personal data for as long as required for the administration of the event, and for a period of up to one year afterwards.

6. Your data protection rights

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply to have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.

- **Right to object to automated processing, including profiling** – you also have the right not to be subject to the legal effects of automated processing or profiling.

If we receive a request from you to exercise any of the above rights, we will forward them on as appropriate to any third party involved (as listed above) in the processing of your personal data.

7. Subject Access Request

A Subject Access Request form and copy of the procedure can be requested by emailing dpo@engc.org.uk

Subject access requests may be forwarded on, where appropriate, to any third party involved (as stated above, where applicable) in the processing of your personal data.

8. Complaints

In the event that you wish to make a complaint about how your personal data is being processed by the Engineering Council (or third parties as listed above), you have the right to lodge a complaint;

- directly with the Engineering Council data protection lead; and/or
- the Information Commissioner’s Office

The details for each of these contacts are:

	Supervisory authority contact details	Data Protection Lead contact details
Contact Name:	Information Commissioner's Office	Data Protection Representative
Address line 1:	Wycliffe House	Engineering Council
Address line 2:	Water Lane	10 Lower Thames Street
Address line 3:	Wilmslow	London
Address line 4:	Cheshire	
Address line 5:	SK9 5AF	EC3R 6EN
Email:	casework@ico.org.uk	dpo@engc.org.uk
Telephone:	0303 123 1113	020 3206 0500

9. Data Security:

All data held or processed by the Engineering Council is held in a secure server managed by the Engineering Council.

10. Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will notify you if there is a substantial change in the way we process your data. We may also notify you in other ways from time to time about the processing of your personal data.