

Privacy Notice for Attendees of EMSO Corporate Events

1. Introduction

This notice is for members of the public who attend a corporate event, such as one of our Public and Professorial Lectures, at the EMSO to explain the purposes for which we hold information about you (your personal data).

The European Multidisciplinary Seafloor and water column Observatory (EMSO) is registered with the Italian Authority For Data Protection (*Garante per la protezione dei dati personali* – www.garanteprivacy.it) for the purpose of Data Protection. EMSO's Data Protection Policy can be found here. Further information can also be obtained from Our Data Protection Officer mailing privacy@emso-eu.org

All data is held and processed in line with the EMSO's Data Protection Policy which can be accessed here. All data which we receive from you is kept securely and only used for legitimate purposes.

2. What data we collect and why

When you register and interest in or book to attend one of our events, either through our website or Eventbrite, we will ask you to provide your name, address, email address, contact telephone number and we may also ask you about where you work.

We will use this information to keep you informed about the event that you have booked to attend or to send you the information that you have requested.

If you attend an event without having booked in advance, we will ask you to register on the day and provide your name, email address contact telephone number and we may also ask you about where you work.

You may also be able to opt in to receive further information from the EMSO, in which case we will send you occasional information that may be of interest to you, such as details of other events or news about the EMSO.

We will retain your personal information to produce reports on bookings and attendance at events. Any statistical reports that we produce will not allow you to be identified.

3. Lawful bases for collecting data

The lawful bases that we rely on for collecting and processing your data are:

Consent: we collect and process your data with your consent when you tick a box to receive further information from us on an online or paper form.

Legitimate interests: in specific situations, we collect and process your data in order to pursue our legitimate interests in ways which might reasonably be expected as part of our promotion and provision of our services. These situations include sending you information about an event that you have booked to attend.

4. Sharing and storing your data

We may use the services of third party suppliers in order to provide information to you, for example:

- software applications that enable us to deliver information to you, such as sending you an e-mail or text message
- mailing companies, for information that is delivered to you by post
- website development and hosting companies that provide technical support for our website, including online forms where we collect data

Some of the software companies may be based outside the European Union but we will ensure comparable levels of protection. Your personal information will be retained as set out in the Records Retention Schedule.

5. Additional notices and guidance/policies

We also have some additional notices, guidelines and policies with further useful information about the way in which we process your personal data:

Our website – we use Cookies (that will collect your personal data) on our web pages.

6. Your rights

Under the GDPR you have a right to request a copy of your personal data held by the EMSO. The EMSO is required to fulfil this request within 30 working days.

You also have the right to:

- withdraw consent where that is the legal basis of our processing;
- rectify inaccuracies in personal data that we hold about you;
- request to remove some personal data we hold about you;
- restrict the processing in certain ways;
- object to certain processing of your personal data by us.

Please see <http://emso.eu/privacy-and-data-protection/> for further information on the above rights. You may also contact the Data Protection Officer for further information privacy@emso-eu.

If you believe that the organisation has not complied with your data protection rights, you can contact the Information Commissioner (the Italian Authority For Data Protection – *Garante per la protezione dei dati personali* – www.garanteprivacy.it)

7. Changing how we communicate with you

We will from time to time communicate with you by e-mail, post and telephone. If, at any stage, you decide you no longer want to receive these communications, you can opt out of receiving this information at any time by clicking on the 'unsubscribe' link on the bottom of the emails that we send to you.

If you are unsuccessful in unsubscribing from our communications and/or remain concerned, please contact our Data Protection Officer.

8. Your responsibilities

You have a responsibility to keep your personal details accurate and up to date and should notify the EMSO of any changes.



