

# Privacy Policy for administration of your UK Chemotherapy Board Conference registration

## Privacy

- We keep to a minimum the information we hold about you
- We use your data to provide the Commissioning Chemotherapy information to you
- We only use a limited amount of Cookies to help us manage your registration
- We delete your data when it is no longer needed for these things
- We do not give your information to third parties we have not informed you of
- You have lots of privacy rights (See below for more details)
- We take security seriously
- We do not record calls
- We are happy to chat to you about how we process and protect your data

## Who are we?

Media1 Productions Ltd are an event management and production company who act on behalf of "The UK Chemotherapy Board" for the management of this registration site.

We collect and process your personal information to administer your conference registration. You will receive details of your registration and other information regarding the conference.

This registration site is managed by Media1 Productions.

## What data we hold?

We will hold the following information about you:

- Data provided by you, including your name, address, email address
- Information in communications that you have sent to us
- If you are an invoiced customer, we will hold financial payment details including billing address

It is also important to point out that any cookies used do not identify you personally.

## Using your information

We have to tell you what our lawful basis is for processing your data. Please see below.

## Processing your data for purposes of administering your registration

We use the information we hold about you to give you the best service we can.

The legal basis for processing this data is for the performance of a contract and is necessary to deliver the service to you, to administer your registration and to email and post you relevant conference information.

## Your data and the EEA

We do not transfer or process data outside the European Economic Area unless we have your specific consent or where the nature of the processing requires it.

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission
- We may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe

- Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between the Europe and the US

### **Retention periods**

We will process personal data for the duration of your Conference registration and if payment is outstanding we will keep it for a period of 1 year thereafter. We do this so we can process your registration and as part of the delegate services for this meeting.

### **Third parties**

As a general principle, we will not transfer your personal data to third parties without your permission, but to process your registration we need to share with the following:

1. We share your information with Centium Software who provide the EventsAir software to process your registration
2. We share your information with Mailchimp and Survey Monkey to send you emails and manage responses

We also have a small number of companies providing services to us. We use telephony services, which would get to see your phone number if we call you to respond to an enquiry, and a broadband supplier which could see your email address (but not the content of what you send us).

### **Your rights**

You have lots of rights in respect of our processing of your personal data. The relevant rights are:

- Request a copy of your personal data and information about our processing of it
- Request that we delete information on you if we do not need to hold it
- Request that we correct any personal data that we hold on you
- Request that we stop processing your data, although we can still hold it
- Request that we move your data to another organisation's IT system electronically
- To withdraw any consents you have given us to process your data

If you want to exercise any of these rights, including withdrawing consent, please just contact us at [UKCBconference@media1productions.co.uk](mailto:UKCBconference@media1productions.co.uk).

You also have the right to lodge a complaint about our processing with a supervisory authority — you probably want the UK's Information Commissioner's Office.

### **Technical security**

All our laptops are full-disk encrypted, as are our phones and tablets. Our servers and desktop computers are protected by physical security.

The ability to log on to all these devices is restricted to members of staff, each having their own unique log on credentials.

### **Contact us**

If you want to talk to us about privacy, please contact us by email on [UKCBconference@media1productions.co.uk](mailto:UKCBconference@media1productions.co.uk).