DATA PROTECTION NOTICE

At University College Cork, we treat your privacy seriously. Any personal data which you provide to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation and the University’s Data Protection Policy. This notice sets out details of the information that we collect, how we process it and who we share it with. It also explains your rights under data protection law in relation to our processing of your data.

Who we are

Throughout this Notice, “we”, “us” and “our” refers to Conference UCC, University College Cork. For more information about us, please refer to our website: http://www.uccconferencing.ie

How we collect your personal data

We collect your data from you when you register for an online virtual Event. This data includes but is not limited to; your name, phone number, address and email address. It will be used by us only in accordance with the purposes outlined in this notice.

Conference UCC may take screenshots or make recordings of the virtual Event. Such images and / or recordings may include individual screenshots of virtual attendees which may be published or included in video/broadcasts on Conference UCC’s and / or University College Cork’s website and social media channels. If you do not wish to be included in any such screenshots or recordings, please ensure that your camera remains switched off for the duration of the event.

The purpose and legal basis for collecting your data

Any personal data you provide to us at registration will be processed fairly and lawfully.

It will be used for the purposes of the Event you have elected to attend and the management and logistics of that Event, namely:

- Contacting you about the Event you have registered for and taking payment (if relevant);
- Selecting appropriate administrative support based on the number of attendees;
- Assisting you with accessing the Event online;
- Promoting the Event on social media channels / websites as set out above, (you can turn off your camera if you do not wish your image to be captured).

The Data Protection Acts allows us to process your data as you have provided your explicit consent to the processing of your data. You can withdraw your consent to the processing of your data at any time by contacting us at conferenceucc@ucc.ie
Details of third parties with whom we share personal data

The University will share your data with the following third parties where necessary for purposes of the processing outlined above:

- University service providers which may also include, but is not limited to, wholly/majority owned subsidiaries of the University and software providers who have been engaged to facilitate your booking, administer the Event and deal with your follow-up enquiries (and who are required to keep your personal data safe and secure)
- Your name and image may be shared with other delegates where the virtual Event is interactive in nature;
- Your name may be shared with the paper presenters;
- Software vendors where necessary to provide technical support and upgrades;
- Your credit card details and payment for the Event are processed by Global payments, a payment service.

Cross-border data transfers

Conference UCC does not share your data with any countries / organisations outside the EEA.

How long we will keep your data

In keeping with the data protection principles, we will only store your data for as long as is necessary. For the purposes described here we will store your data for a period of 6 months from the end date of the Event for which you have registered. In this time all Event administration will be completed and your data will then be deleted.

Your rights

You have various rights under data protection law, subject to certain exemptions, in connection with our processing of your personal data, including the right:

- to find out if we use your personal data, access your personal data and receive copies of your personal data;
- to have inaccurate/incomplete information corrected and updated;
- in certain circumstances, to have your details deleted from systems that we use to process your personal data or have the use of your personal data restricted in certain ways;
- to object to certain processing of your data by UCC;
to exercise your right to data portability where applicable (i.e. obtain a copy of your personal data in a commonly used electronic form;

- to withdraw your consent to the processing at any time;
- to not be subject to solely automated decision making;

If you wish to avail of these rights, please contact UCC’s Information Compliance Manager at gdpr@ucc.ie.

Questions or Complaints

If you have any queries in relation to your registration, please contact Marie Louise Keane, Conference UCC Service Delivery Manager, at conferenceucc@ucc.ie.

If you have any complaints in connection with our processing of your personal data, you can contact UCC’s Information Compliance Manager at gdpr@ucc.ie.

You also have the right to lodge a complaint with the Data Protection Commission if you are unhappy with our processing of your personal data. Details of how to lodge a complaint can be found on the Data Protection Commission’s website (www.dataprotection.ie), or by telephoning 1890 252 231.