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## **Privacy Notice for the UCAN Conference 2023**

### **Purpose of this document**

This privacy notice explains when and why we collect personal data about our UCAN conference participants, how we use it and how we keep it secure.

The Institute for Communications and Assessment Research is the data controller. This means that we are responsible for the way we hold and use your personal data. We are required under data protection legislation to inform you of the privacy notices contained in this document.

### **Our commitment**

We are committed to handling personal data in accordance with data protection legislation and privacy and data security practices. This means that your personal data:

- are processed lawfully, fairly and transparently.
- Collected for specified, explicit and legitimate purposes.
- Only relevant and necessary data is collected for our legitimate purposes.
- Collected as accurately and, where necessary, up to date as possible.
- Are not stored for longer than is necessary.
- Processed in a manner that ensures appropriate security of personal data.

### **What personal data do we collect?**

We collect the following personal data for participation in the UCAN conference:

- Name, title, function
- Contact details (including business address, email)

### **How is your personal data used?**

We collect information about you only for the purposes of running the UCAN conference. We will not under any circumstances disclose your personal data to any other person or organisation, including public organisations, companies or individuals, without your consent, except where required by law.

### **How long do we keep personal data?**

We will retain your personal data for as long as is necessary for the overall running of the UCAN conference - from registration to invoicing or as required by law.

### **Where do we store personal data?**

Data you provide to us is usually stored on our secure servers. However, we work with third-party providers who host our website. By submitting personal data, you consent to this storage. We will take all necessary steps to ensure that your data is treated securely and in accordance with this privacy notice.

### **Other data**

We do not collect any data about the computer or device used to access our website.

### **Security measures to protect against loss, misuse or alteration of your data**

We are committed to ensuring the security of your data. We take steps to ensure that your personal data is treated securely to prevent unauthorised access or disclosure. We have put in place appropriate physical, technical and organisational procedures to safeguard the information we collect. All personal data you enter on our website is encrypted and protected with SSL.

### **Other websites**

Our website may contain links to other websites. We are not responsible for their content or practices and encourage you to review their own privacy notices.

### **Your rights where we process your data**

The general data protection legislation gives certain rights to EU citizens whose data is collected by the Institute for Communications and Assessment Research. These rights are briefly summarised below:

- You have the right to request a copy of the personal data we hold about you. To make the request, please use the email address below.
- You have the right to ask us to correct any personal data about you that you believe is incorrect.
- You have the right to ask us to delete your personal data.

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### **Changes to our privacy policy**

We review these notices regularly and will post any updates on this website. If you have any queries, please do not hesitate to contact us ([info@cares.institute](mailto:info@cares.institute)).

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