HOW WE USE YOUR INFORMATION

To organize the Wellcome Centre for Anti-Infectives Research Conference 2019 ‘Setting our sights on infectious diseases’ we require some of your personal data.

The personal data you provide will be used to

- Register you for the conference
- Ensure that reasonable adjustments are made for any dietary and/or disability requirements
- Allow you to download and access the conference app
- Keep you informed of updates to the conference programme

The University will keep your personal data until 30th November 2019 (in case we need to follow up with you after the conference). It will then be destroyed unless as part of the registration process you gave the Wellcome Centre for Anti-Infectives Research (WCAIR) permission to

- Email you information of other WCAIR events
- Email you the WCAIR newsletter

In which case the following data will be retained

- Name
- Email
- Place of work

Personal data

The personal data required for Wellcome Centre for Anti-Infectives Research Conference 2019 ‘Setting our sights on infectious diseases’ are as follows:

Title and name: this is used for contact purposes, entrance to conference and preparing name badges at the conference.

Email address: for contact purposes as we will keep you informed about the conference. If you give us your permission we can inform you about other WCAIR events and news as well.

Company/organization: for name badges and conference delegate list. Also required if you request to pay conference registration through invoice.

Work address: only required if you request to pay conference registration through invoice.
Billing address and card information: so that you can pay the registration fee for the conference.

This data will be collected through Eventbrite. Information collected from Eventbrite will be downloaded into Microsoft Office products (such as Excel and Word) to produce conference materials and to assist with the administration of the conference. Files containing delegates’ information will be stored on secure serves and only the conference admin team will have access.

**Sensitive (special categories) of personal data**

We do not routinely hold special categories of personal data for the purposes described above. However, we may have such information if you provide it to us directly, for example so we can make appropriate adjustments for a disability or a dietary requirement.

**DATA CONTROLLER**

The data controller for your personal information is the University of Dundee. Your data may be processed by the University’s nominated agents such as software or service providers.

Providers used for the purposes above are: Eventbrite (Eventbrite.co.uk)

Of those the following providers are based outwith the European Economic Area (EEA): Eventbrite

Eventbrite, Inc. is a Delaware corporation with its principal place of business at 155 5th Street, Floor 7, San Francisco, CA 94103. If you are resident in the EEA or Switzerland, Eventbrite, Inc. is the responsible party with respect to personal data collected (please see above). Eventbrite’s representative for European data protection law purposes is Eventbrite NL B.V. with its principal place of business at Silodam 402, 1013AW, Amsterdam, The Netherlands.

The University has the following safeguards in place in respect of data processed outwith the EEA: Eventbrite participate in and comply with the EU-U.S. Privacy Shield Framework as set forth by the US Department of Commerce regarding the collection, use, and retention of personal data from European Economic Area ("EEA") member countries. You can find out more about Eventbrite commitment to the EU-U.S. Privacy Shield Framework in their [EU-US Privacy Shield Notice](#). The full Eventbrite Privacy Policy can be read [here](#).

**LAWFUL PROCESSING**

The University asserts that it is lawful for it to process your personal data for the purposes detailed above for the performance of tasks carried out in the public interest or in the exercise of official authority vested in the controller.
The University may also process your personal data in this area in compliance with legal obligations to which it is subject.

Where you provide the University with special categories of personal data directly, for example so we can make adjustments for disabilities, that processing is further to obligations placed upon the University in the field of social protection law.

**CONSENT**

We will respect your preferences concerning the ways in which we may contact you. We have asked the following questions as part of registration

I would like to be informed about other WCAIR events and news via email.

☐ Yes

☐ No

I would like to receive the WCAIR newsletter via email.

☐ Yes

☐ No

If you wish to update this at any time, please let us know by emailing contact-WCAIR@dundee.ac.uk

**YOUR RIGHTS**

The University respects your rights and preferences in relation to your data. If you wish to update, access, erase, or limit the use of your information, please let us know by emailing contact-WCAIR@dundee.ac.uk. If you wish to complain about the use of your information please email dataprotection@dundee.ac.uk. You may also wish to contact the Information Commissioner’s Office.