

Birkbeck, University of London

Birkbeck exists to provide life changing educational opportunities for its students and undertake cutting-edge research for the public good. In order to carry out this mission, it is necessary to process personal data.

We take our responsibilities to process your data transparently, fairly, lawfully, safely and securely very seriously. This document is part of our efforts to keep you informed about how we treat your data.

PRIVACY NOTICE

For the purpose of organising, booking and attending events

About Birkbeck

Birkbeck College (also known as Birkbeck, University of London) is the data controller for all of the personal data that it holds and processes and is subject to the General Data Protection Regulations (GDPR). Birkbeck is registered with the Information Commissioners Office (ICO) registration number Z718111X

- Address: Birkbeck College, Malet St, Bloomsbury, London, WC1E 7HX
- Birkbeck's Data Protection Officer can be contacted by emailing dpo@bbk.ac.uk

If you have any queries about how we use your data, or wish to exercise your rights with regard to your data including, making a subject access request, please contact dpo@bbk.ac.uk

About Birkbeck's approach to personal data processing

In common with all universities, Birkbeck processes the personal data of many individuals in order to carry out its mission.

You will find a complete set of information describing our data processing activities, our data privacy policy, relevant privacy notices, information about the rights of individuals whose data we process and how to exercise these rights on our website at www.bbk.ac.uk/privacy.

Birkbeck has many different types of relationship with many different groups of people, and some people have more than one relationship with Birkbeck (for example one person may be both a student and member of staff). It is not possible to provide one single privacy notice that accurately describes all these processing activities. Therefore separate notices are provided that describe each processing activity. It should be noted that more than one privacy notice may apply to the processing of your personal data for different purposes. This should be made clear to you at the point where your personal data is collected. It should also be clearly described within the privacy notice itself. All our privacy notices are available at www.bbk.ac.uk/privacy and if you are in any doubt please contact dpo@bbk.ac.uk.

About our privacy notices

This privacy notice explains how Birkbeck collects, uses and shares personal data and your rights in relation to the data that we hold about you. It includes information about how

personal data is used, and the nature of any processing by other data processors or controllers.

The processing purpose covered by this notice

This privacy notice applies to Birkbeck's processing of personal data for the purpose of running events. Those events can cover a range of different purposes including, but not limited to: open evenings, public lectures, academic development workshops, knowledge exchange activities and careers workshops.

The audience for events can vary, ranging from those open to the public to those aimed at a small number of currently enrolled students.

The purposes of the processing are:

- to allow event organisers to efficiently and effectively administer events, including booking space at Birkbeck where they are to take place
- to allow those attending the events to do so simply
- to allow Birkbeck to report meaningfully on event activity
- to allow Birkbeck to fulfil its legal obligation with respect to the UK Government's *Prevent* strategy

What data we collect

- Birkbeck may obtain, hold and process the following personal data:
 - **Personal details** - including; name, salutation
 - **Contact details** - including; email address, telephone number
 - **Personal status** - including; whether you are a student or unwaged, affiliations with Higher Education institutions
 - **Specific requirements** - including; dietary requirements
 - **Special category data** - including; information about disabilities
 - **References to other records** - including; staff and student identifiers

Where we collect it from

- Information about you will be collected directly from you when you register to attend an event, and also if you elect to complete any of the associated surveys.
- Information about you may be entered into the system by an event organiser, for example if you are a speaker at an event and your name and contact details are added as part of a list of speakers.
- Data may be updated automatically from data we hold in other systems, for example, if you are a currently enrolled student and have already logged in to the system, some data will be populated based on information already held.
- Log data is collected automatically by system tools that monitor usage on our systems.
- Backup data (copies of the complete set of data we hold) are collected automatically by a range of methods (typically when data is changed, or on a scheduled basis).

How we use the data

Purpose 1: Management of events

Birkbeck will use the data to administer events and maintain the events system itself. This includes:

- Managing attendance and waiting lists
- Routinely communicating with you about events that you have registered to attend or events where you are on a waiting list to attend
- Communicating with you about events similar to those you have attended in the past, or to those that you attempted to attend in the past but were unable to, for example because the event was fully booked
- Reporting on event activity
- Investigating and resolving issues with events and the events system
- Monitoring system performance

Purpose 2: Provision of adjustments to support attendees or speakers with disabilities

Birkbeck will specifically use special category data provided to:

- Make adjustments required at event venues to facilitate attendance

Purpose 3: Monitoring event participation by staff and students

Where the attendee is or becomes a member of staff, applicant or a student, data on event booking, attendance or speaking will become part of appropriate records in our corporate information systems so that we can monitor engagement, training, progression etc. This detail of this processing (lawful bases, uses of data, retention periods and your rights) is not described in this privacy notice, but is covered by our Admissions and Study, and Staff Employment privacy notices (see www.bbk.ac.uk/privacy).

Purpose 4: Fulfilment of statutory obligations with respect to Birkbeck's Prevent Duty

Where a speaker is listed added to an event, Birkbeck may process their personal data with a view to having due regard to the need to prevent people from being drawn into terrorism.

Purpose 5: Arranging the use of Birkbeck rooms in which events are to take place

Where an event is to take place in a building operated by Birkbeck, that is organised by individuals that are not members of staff or students, personal data will be processed to arrange the provision of a room via Birkbeck's Room Bookings function.

Only information required for these purposes is obtained and processed, and without it the College may not be able to run its events effectively. Information is accessible by various

sections of the College for operational reasons as is necessary and proportionate for intended purposes.

Under what lawful basis we process your personal data

Birkbeck uses your personal data under different lawful bases depending on the process being performed. The following are the legal bases identified and examples of the data processing activity to which they apply:

Purpose 1: Management of events

Public Task – Birkbeck is a designated public body/charity, processing of personal data is necessary for us to perform our tasks in the public interest and official function in delivering teaching and research as well as our “third mission” activities. (Article 6 (1) (e)).

Purpose 2: Provision of adjustments to support attendees or speakers with disabilities

Consent – In some circumstances, Birkbeck will only collect and process data on the lawful basis of consent. In these circumstances we will ask you to confirm your explicit consent to our processing the data at point of data collection. (Article 6 (1) (a))

Withdrawal of consent - you have the right to withdraw consent at any time. You can opt out via www.bbk.ac.uk/myprivacycontrol or by contacting dpo@bbk.ac.uk

Special Category Data – Birkbeck processes the special category data described in this privacy notice under condition Article 9 (2) (a) for the purpose of provision of services to you as an event attendee.

Purpose 3: Monitoring event participation by staff and students

This detail of this processing (lawful bases, uses of data, retention periods and your rights) is not described in this privacy notice, but is covered by our Admissions and Study, and Staff Employment privacy notices (see www.bbk.ac.uk/privacy).

Purpose 4: Fulfilment of statutory obligations with respect to Birkbeck’s Prevent Duty

Legal Obligation – For the purposes of the fulfilment of statutory obligations with respect to Birkbeck’s Prevent Duty, Birkbeck collects and processes your data on the lawful basis of the compliance with a legal obligation to which it is subject. (Article 6 (1) (c))

Purpose 5: Arranging the use of Birkbeck rooms in which events are to take place

Contract – For the purposes of arranging the use of Birkbeck rooms in which events are to take place, Birkbeck collects and processes your data on the lawful basis of the performance of a contract. (Article 6 (1) (b))

How long we keep your data for this processing purpose

Purpose 1: Management of events

Purpose 2: Provision of adjustments to support attendees or speakers with disabilities

For purposes 1 and 2 we hold information on participants for up to 3 years after an event.

Purpose 3: Monitoring event participation by staff and students

This detail of this processing (lawful bases, uses of data, retention periods and your rights) is not described in this privacy notice, but is covered by our Admissions and Study, and Staff Employment privacy notices (see www.bbk.ac.uk/privacy).

Purpose 4: Fulfilment of statutory obligations with respect to Birkbeck's Prevent Duty

Purpose 5: Arranging the use of Birkbeck rooms in which events are to take place

For purposes 4 and 5 we hold information on participants for up to 3 years after an event.

Sharing your data with other Data Controllers

Normally no data relating events is shared with other Data Controllers. Where data relating to an event will be shared with another Data Controller, for example when an event is being run in collaboration with another Higher Education institution, this will be made explicit in the information provided about the event before and/or at the point of registration.

Third Party Service Providers (use of Data Processors)

Birkbeck uses a number of carefully selected third parties to provide services on its behalf. In some cases this requires some elements of the data we hold about you to be passed to them for the express purpose of providing a service to you on our behalf. In each case a data sharing agreement is in place that prevents the third party from making any use of the data provided for any purpose other than that expressly agreed, and requiring the provider to securely destroy the data once the service has been provided. Details of these service providers are available at www.bbk.ac.uk/privacy.

International

In some instances the College may transfer personal data to parties located in other countries, including some outside of the European Economic Area (EEA). This may be because either Birkbeck staff, a Data Processor (or Sub-Processor) contracted by Birkbeck, or another Data Controller who data is shared with are located outside the EEA.

All instances of overseas transfers of personal data are subject to appropriate technical safeguards and contractual provisions incorporating appropriate assurances to ensure the security of the data and full compliance with legislative and regulatory requirements.

Your personal data rights

Purpose 1: Management of events

You have the following rights with regard to your personal data held by the College:

- The right to request access to their personal data held by the College.
- The right to have inaccurate or incomplete personal data rectified.
- The right to restrict the processing of personal data – individuals have the right to block the processing of their personal data by the College in specific situations.
- The right to object – data subjects can object to the processing of their personal data by the College in certain circumstances, including the sending and receipt of direct marketing material.
- The right to object to automated decision making and profiling – individuals have the right to object to decisions taken by automatic means without human intervention in some circumstances.

Purpose 2: Provision of adjustments to support attendees or speakers with disabilities

- The right to request access to their personal data held by the College.
- The right to have inaccurate or incomplete personal data rectified.
- The right to erasure of personal data – this will only apply where there is no legitimate reason for the College to continue to process the personal data.
- The right to restrict the processing of personal data – individuals have the right to block the processing of their personal data by the College in specific situations.
- The right to data portability – you have the right to request provision of some elements of your information in digital form in order to provide it to other organisations.
- The right to object to automated decision making and profiling – individuals have the right to object to decisions taken by automatic means without human intervention in some circumstances.

Purpose 3: Monitoring event participation by staff and students

This detail of this processing (lawful bases, uses of data, retention periods and your rights) is not described in this privacy notice, but is covered by our Admissions and Study, and Staff Employment privacy notices (see www.bbk.ac.uk/privacy).

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All requests to exercise any of these rights should be made to the College's Data Protection Officer, by emailing: dpo@bbk.ac.uk.

Complaints - If you are unhappy with the College's handling of your personal data or believe that the requirements of GDPR may not be fully complied with, you should contact the College's Data Protection Officer in the first instance. You may also follow the College's formal complaint procedure, and you also have the right to submit a complaint to the Information Commissioner's Office; further details can be found at www.ico.org.uk.

Version History & Review

This privacy notice will be subject to periodic review. Any material changes will be communicated to those affected in an appropriate manner as and when they are required.

Version	Effective Date	Reason for change
BBKPN011.0	12 February 2019	First version
BBKPN011.1	17 March 2019	Updates to include speakers and external room bookings

