

## **Privacy Notice for participants submitting an abstract to present in the following IBioIC event – #IBioIC20 IBioIC’s 6<sup>th</sup> Annual Conference (Wednesday 5 & Thursday 6 February 2020)**

The University of Strathclyde is committed to transparency and to complying with our responsibilities under data protection legislation. This privacy notice sets out important information regarding how we will use your information and your rights under the legislation. It is important that you read this notice prior to providing your information.

The Industrial Biotechnology Innovation Centre (“IBioIC”) is hosted by, and forms part of, the University of Strathclyde. IBioIC are organising its 6<sup>th</sup> Annual Conference entitled “#IBioIC20” (“Conference”) which is to take place on Wednesday 5 & Thursday 6 February 2020 in the Technology & Innovation Centre, University of Strathclyde, Glasgow.

### **How we use your personal data and who we may share it with**

As part of the Conference programme, IBioIC will be seeking abstracts from potential speakers. In order for you to submit an abstract of your proposed presentation to IBioIC, we will need to collect and use certain aspects of your personal information to progress your submission:

- your name
- the name of your organisation
- your email address
- your phone number
- a short biography
- a headshot

Please note that your biography and headshot may be used in marketing material should your abstract be selected for use and you are invited to speak at the Conference.

IBioIC have recruited the services of an event management company, Lux Events, who will be assisting IBioIC with the management & organisation of the Conference. Lux Events are acting as a data processor on behalf of the University of Strathclyde and have been instructed by IBioIC to capture the details listed above from individuals who wish to submit an abstract. Lux Events will capture your details using Cvent a cloud-based registration tool for event management. Please see [Cvent privacy policy](#) for detail of how they process personal data.

Abstracts will be reviewed by a panel composed of IBioIC employees. No details of abstracts will be shared out-with IBioIC unless they are confirmed to be successful and the relevant individuals invited to be presenters at the Conference. As part of the organisation of the Conference, Lux Events will follow up with individuals who have their

abstracts selected and will provide speakers with details on all logistical aspects for the Conference over the coming months.

Those individuals who are successful with their abstract submissions will be identified as speakers in the #IBioIC20 Conference programme which will include their name, organisation, abstract details along with their biography & headshot. These details may also be used in marketing materials to promote the Conference. Your phone number and email address etc. will not be included in the Conference programme or such marketing materials. You can opt out of marketing by contacting ([info@ibioic.com](mailto:info@ibioic.com) )

### **Legal basis for processing**

Under data protection legislation we are required to identify our legal basis for processing. In relation to the personal information used to process your registration and attendance at the event (name; organisation; email address; phone number & biography) the legal basis for processing is the **legitimate interests** of The University of Strathclyde as data controller.

We will seek your consent via the Cvent event management tool for the use of your photo in our conference marketing collateral such as: website, social media, conference brochure and conference app. (headshot).

### **Transfer of personal data to third countries and safeguards**

The owners of Cvent are an organisation called Cvent Inc. who are based in the USA so your personal data may be transferred out with the EEA. Such transfers of personal data to the USA will be made pursuant to the EU-US Privacy Shield Program under which Cvent is certified.

### **Retention Period**

The University of Strathclyde will retain your personal data for a period of three months after 6 February 2020 to allow for any post-event follow up to take place. IBioIC will also request that any of your personal data shared with Lux Events be deleted by them at the same time. Data will continue to be held by Cvent whilst they act as a data processor for the University.

### **Your Rights**

You have the right to:

- Find out what personal data we process about you and obtain a copy of the data, free of charge within one month of your request. We may make a charge for additional copies of the same information;
- Ask us to correct inaccurate or incomplete data;
- Withdraw consent to process your personal data at any time, if you were asked for and provided consent (and where no other lawful basis for processing applies).

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data e.g. if you have raised issues about the accuracy or use of your personal data, until we have investigated and responded to your concerns;
- Erase your information or tell us to stop using it to make decisions about you;
- Comply with your wishes where you have previously agreed to us processing your data for a particular purpose and have withdrawn your consent to further processing.

Please contact [dataprotection@strath.ac.uk](mailto:dataprotection@strath.ac.uk) if you wish to exercise/enquire about any of these rights.

### **More information**

To find out more about data protection and your rights please see:

- The Information Commissioner's Office website: <http://www.ico.org.uk>
- The University's Data Protection webpages  
<http://www.strath.ac.uk/dataprotection>

For general enquiries about the workshop please contact IBioIC directly via [info@ibioic.com](mailto:info@ibioic.com).