

## **SAILS privacy notice**

### Identity and contact details of the Data Controller

Swansea University is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

### Contact details of the Data Protection Officer

Swansea University has a Data Protection Officer who can be contacted by emailing [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

### What information will we collect about you?

- Your name
- Job title/role
- Company/organisation
- Email address
- Work telephone number
- Payment information if applicable e.g. your card information and billing address
- Whether you are a Welsh speaker and would like correspondence in Welsh.

### How will your information be used?

The details you provide will be used by SAILS for administration purposes in relation to the SAILS 2019 conference "An inclusive experience for disabled students in higher education?".

With your consent:

- We will use your details to contact you regarding future SAILS events and services.
- Your name, organisation, job title and email address will be shared with other registered delegates after the event in the form of a delegate list, for the purpose of networking.

### What is our legal basis for processing your personal data?

Processing is necessary for event administration and will only take place with the consent of the data subject.

You have the right to withdraw your consent for data processing. This can be done by emailing [inclusivity@swansea.ac.uk](mailto:inclusivity@swansea.ac.uk).

### Who receives your information?

Your information will be stored on Eventbrite and securely in electronic files. It will be accessed by members of staff within the [Swansea Academy of Inclusivity and Learner Success \(SAILS\)](#) for administration purposes only.

[Eventbrite's Privacy Policy](#) is available [here](#). Swansea University can confirm that personal data may be stored overseas (as per Eventbrite's privacy policy) and that Eventbrite has certified its compliance to the EU-US Privacy Shield as set forth by the U.S. Department of Commerce.

With your consent, your name, organisation, job title and email address will be shared with other delegates after the event in the form of a delegate list, for the purpose of networking.

### How long will your information be held?

We will hold the personal data you provide for a maximum of twelve months.

### Security of your information

Data Protection legislation requires us to keep your information secure. This means that your confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure. Records of the information you provide will be stored on Eventbrite and securely in electronic files. Only members of staff who need access to relevant parts or all of your information will be authorised to do so.

See [Eventbrite's Privacy Policy](#) for information on how they keep your data secure.

### What are your rights?

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit the University [data protection webpages](#) for further information in relation to your rights.

Any requests or objections should be made in writing to the University Data Protection Officer:-

University Compliance Officer (FOI/DP)  
Vice-Chancellor's Office  
Swansea University  
Singleton Park  
Swansea  
SA2 8PP  
Email: [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

### How to make a complaint

If you are unhappy with the way in which your personal information has been processed you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)