



Privacy Notice – Bury College Events booked through Eventbrite

About us

Bury College is a UK Further Education Institution. For more information please see www.burycollege.ac.uk Bury College is what is known as the Data Controller of the personal data you provide to us.

Bury College is providing you with this information to comply with data protection law to ensure that you are fully informed and that we are transparent in how we collect and use your personal data.

Your privacy and trust are very important to us and this Privacy Notice provides essential information about how the College handles your personal data and the rights you have in relation to how we use your data. The College is committed to complying with all applicable Data Protection legislation, this includes the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This privacy notice relates to the following process:

Processing of information for events

Purpose for processing – why do we collect information about you?

We collect and use your information for the following purposes:

- To register you for the virtual event that you want to attend
- To create an event delegate list so we can manage take up and plan the event.
- To communicate with you about the event and to send joining instructions and any contact details and links discussed in the event.
- To contact you to gather event feedback.

To send you communications about other events and activities hosted by the College that may be of interest (only where you have provided consent)

What information do we collect about you?

We need to know some information about you so that we can administer the event and contact you about it if necessary.

Personal data

- Name
- Email Address

Special Category Personal Data: None

How do we collect it?

We provide information and links to events on our website, social media posts and via email campaigns. Your personal information will be collected when you register online and book a ticket through Eventbrite. Registration is voluntary. If you don't provide the information required for registration you will not be able to attend the event.

Our lawful basis (reason) for processing your information are:

Registration and communication with you about the event - by completing the registration process you have voluntarily signed up to attend an event. We will register you and provide necessary communication about the event using consent as our lawful basis.

Contacting you to request feedback – Legitimate interest - We will send you a post event survey. You are not obliged to complete this. However, obtaining feedback will enable us to improve future events, enhance communication with attendees and will inform planning of future event programmes

Who do we share information with?

Your personal information will, or may, be shared with College staff who are involved with planning the events and the following providers:

- Eventbrite – for event registration.

Details of data transfers to any third countries or international organisations

We use Eventbrite to collect personal data when you register for an event. This is a third-party service and is not operated by Bury College. This involves the transfer of your personal information to the United States, where their servers are located.

Eventbrite has appropriate safeguards in place to protect your personal information. This includes the use of Controller-to-Processor Standard Contractual Clauses ("SCCs"). These are standardised contracts to certify that any data is transferred is adequately protected. You can view the Eventbrite privacy notice [here](#)

How do we look after your information and how long do we keep it for?

We will take all reasonable steps to prevent the loss, misuse or alteration of information you give us. Your personal information will be stored securely and will only be accessed by authorised staff, agents, contractors and other organisations who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality and must comply with data protection law.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Retention periods:

- Your registration details will be kept for three months unless you consent to receive marketing communications.

Automated decision making processes, including profiling

We do not use any automated decision making about you.

Your rights

Under UK GDPR you have certain rights in relation to how the College manages and uses your personal information:

- The right to be informed (this is the Privacy Notice)
- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

In addition, the following rights apply only in certain circumstances:

- The right to withdraw consent at any time (if consent is our lawful basis for processing your data)
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability
- The right not to be subject to automated decision making including profiling.

For more information about your rights please see www.ico.org.uk.

Contact us

If you have any issues about this notice or the way the College has handled your personal information, please contact our Data Protection Officer in the first instance:

Email: DPO@burycollege.ac.uk or write to:

Data Protection Officer
Bury College
Woodbury Centre
Market Street
Bury
BL90BG

Complaints to UK Information Commissioner's Office (ICO)

If you are dissatisfied with the response from the College, you have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data:

Email: casework@ico.org.uk; Telephone: 0303 123 1113 or write to:

Information Commissioner's Office
Wycliffe House
Water Lane Wilmslow Cheshire SK9 5AF