

This events privacy notice describes how Leicester College protects and makes use of the information you give Leicester College to register for, and attend events.

If you provide information about yourself at an event, it will only be used in the ways described in this privacy policy.

This policy is updated from time to time. The latest version is published on this page and was last updated on 16 May 2018.

What information do we hold about you?

We gather and use certain information from visitors to our events in order to provide information and services about the College. We may collect this information electronically using forms on our website or other event management websites. See our [website privacy notice](#).

Information we collect from you

We may collect the following information:

- Name
- Job title
- Contact information including email address and telephone number
- Demographic information, such as postcodes, study areas of interest and preferences
- Website usage data (if you are filling in an online form)
- Other information relevant to enquiries and events
- Other information pertaining to surveys and competitions

Why do we collect this information?

Collecting this data helps us to understand what you are looking for from Leicester College, enabling us to deliver improved services. Specifically we may use data:

- For our own internal records.
- To improve the services we provide.
- To contact you in response to a specific enquiry.
- To send you information by email and/or text about news, events and activities which we think might be relevant to you.
- To contact you via email and/or text for market research reasons.

Data Protection

We take our responsibility for looking after information seriously. More details about are available in our [Data Protection Policy](#).

What do we do with your information?

When you fill in a form or provide your details you will see tick boxes allowing you to:

- Choose to receive news and information about events and activities at Leicester College by
 - email
 - text or
 - post.

If you have agreed that we can use your information to tell you about news, events and activities you can change your mind easily, via one of the following methods:

- Click the unsubscribe link in any email sent to you
- Send an email to DPO@leicestercollege.ac.uk
- Write to us at DPO, Leicester College, Freeman's Park Campus, Welford Road, Leicester LE2 7LW

We will never lease, distribute or sell your personal information to third parties unless we have your permission or the law requires us to.

Any personal information we hold about you is stored and processed under our data protection policy in line with the Data Protection legislation.

How long do we keep this information about you?

We keep information given to us at events 2 years. Email and phone numbers are kept until you unsubscribe from mailing lists which you have subscribed to.

What are my rights?

You can ask us for details about any information we have about you at any time. You have the right to be given this information without undue delay and if any information is inaccurate or missing ask for it to be corrected.

You can at any point ask us to delete information we hold about you.

You can ask us to stop using your information and data if one of the following applies:

- You don't believe that the information we have about you is correct and you want us to stop using your data until the information has been corrected
- You believe that we have processed information about you unlawfully and want us to stop processing your details, rather than us deleting it
- We no longer need the data but you might need it for legal reasons
- You have already asked us not to use your data but we are waiting for a third party to decide whether we have to stop using it or not.

If we make any amends to, or delete data we will do our best to let you know, unless this is impossible or involves disproportionate effort.

If we pass your information to other organisations we will let you know if you ask us for this information.

Even if you ask us to stop processing information about you there may be times when we will still use data about you, for example when it is in the public interest or we have to use the information as an official authority. We won't process data if you ask us to stop unless we can demonstrate that there is a legal need to do so.

If you want to find out what information we hold about you, you can submit a subject access request. We will respond to this within one month giving you details of where we got information about you, why we have it and who we share it with (if applicable).

Who can I contact if I have any questions or concerns?

If you have any questions or queries which are not answered by this Privacy Policy, or a have any potential concerns about how we may use the personal data we hold, please write to the Data Protection Officer at Leicester College, Freeman's Park Campus, Welford Road, Leicester, LE2 7LW or email DPO@leicestercollege.ac.uk