

Privacy Notice for individuals registering for events under the BioEconomy Cluster Builder project

This privacy notice sets out how the University of Strathclyde will use your information and your rights under data protection 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. From 1 April 2024 IBioIC are to undertake a project known as the BioEconomy Cluster Builder project (the “Project”). During the Project, IBioIC will organise sector-specific virtual & physical meetings (the “Meetings”).

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

IBioIC will ask participants in Meetings which they organise during the Project to register via an online system in order to process their registration effectively. IBioIC will use Eventbrite to capture registration details and a CRM tool called Salesforce to store event registration details. We will need to collect and use certain aspects of your personal information to progress your registration:

- your name
- your work email address
- the name of your organisation/ company
- the regional location of your organisation/ company and number of employees
- dietary requirements (for physical Meetings)
- access requirements (for physical Meetings)

Personal data will be stored by IBioIC on the Salesforce platform (<https://www.salesforce.com/>).

Equality & Diversity Monitoring

To comply with requirements laid down by funders IBioIC may be required to obtain additional information about individuals attending events (age profile, gender, ethnicity & disability) to help us monitor our obligations under equality legislation. You do not have to provide this information, although it is always helpful if you do. We use this in an anonymised and aggregated form, and we do not use it in relation to any decisions about individuals.

Feedback

After the virtual and physical Meetings, we would like to you contact you to obtain your feedback on aspects of the event, to help us plan future events.

Marketing

IBioIC would like to use your contact details to contact you regarding IBioIC membership, future events, funding opportunities etc. which we think may be of interest to you. We will seek your consent for IBioIC to contact you regarding IBioIC membership, future IBioIC events, funding opportunities etc. during the registration process for Meetings organised by IBioIC.

You can withdraw your consent for marketing at any time by clicking “unsubscribe” on the emails sent to you.

Legal basis for processing

Under data protection legislation we are required to identify our legal basis for processing. It is in the University’s **legitimate interests** to process information in relation to:

- meeting management: registration, attendance and dietary & access requirements; and
- feedback.

Where we process information relating to equality and diversity monitoring, we do so because it is in the University’s **legitimate interests** and because it is necessary for reasons of **substantial public interest (equality of opportunity or treatment)**.

We will only send you marketing materials if you have **consented**.

Transfer of personal data to third countries and safeguards

Eventbrite is a product owned by a company of the same name, an organisation who are based in the USA. IBioIC shall store personal data collected during the Project on Salesforce which is a product owned by Salesforce.com Inc., an organisation who are based in the USA. Transfers of personal data to the USA will be made in line with the international transfer requirements of UK GDPR.

Retention Period

The University of Strathclyde will retain your personal data for a period of five (5) years after the start date of the Project on 1 April 2024 when they will be deleted from the University’s files.

If you give IBioIC consent to for IBioIC to send you marketing information, we will retain your details until you withdraw your consent. You can do this at any time by clicking ‘unsubscribe’ on any of the emails we send you, or by contacting info@ibioic.com.

Your Rights

Under data protection legislation, you have a number of rights* including the right to:

- withdraw consent, at any time, where that is the lawful basis of our processing;
- access your personal data and obtain a copy, free of charge;
- rectify inaccuracies in personal data that we hold about you;
- erasure, that is have your details removed from systems that we use to process your personal data;

- restrict the processing in certain ways;
- obtain a portable copy of data you have given to us in a commonly used electronic form; and
- object to certain processing of your personal data by us.

*Please note that the ability to exercise these rights will vary and depend on the lawful basis under which the processing is being carried out.

Please contact dataprotection@strath.ac.uk if you wish to exercise/enquire about any of these rights.

More information

For general enquiries about the conference please contact IBioIC directly via info@ibioic.com.

If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer at dataprotection@strath.ac.uk.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/concerns/>).