



## Privacy Notice

The information provided on this form will be used by the University of York Biology Technology Facility for the purposes of enrolling you onto the Flow Cytometry Hands-On Course. Data will be processed because it is necessary for the performance of a contract or to take steps to enter into a contract i.e. to deliver the training course to you.

If you have ticked the box to say you are happy to share your contact information via the course booklet, your data will be shared with fellow course delegates, only, for the purpose of networking. Data will be processed with your consent.

If you have agreed to receive future communications from us in relation to upcoming conferences and courses, this data will be processed with your consent. You can, of course, unsubscribe from these communication at any time.

The University takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability. For further information see, <https://www.york.ac.uk/it-services/security/>

In certain circumstances, it is necessary to transfer your Personal Data (including Special Category Data) outside the European Economic Area. In respect of such transfers, the University will comply with our obligations under Data Protection Law and ensure an adequate level of protection for all transferred data. If you have agreed for your contact details to be shared with other attendees, this information may be transferred outside the European Economic Area.

The University will retain your data in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with the University's Records Retention Schedule.

Under the General Data Protection Regulation, you have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). You also have a right to withdraw consent. You can verify or correct information in your student record at any time by following the guidance here, <https://www.york.ac.uk/records-management/generaldataprotectionregulation/individualsrights/>

If you have any questions about this privacy notice or concerns about how your data is being processed, please contact the University's Data Protection Officer at [dataprotection@york.ac.uk](mailto:dataprotection@york.ac.uk)

If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner's Office. For information on reporting a concern to the Information Commissioner's Office, see [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)