

# OPPA Events Privacy Notice

This privacy notice is for events managed by the University of York's Office of Philanthropic Partnerships and Alumni (OPPA). It sets out the ways in which the OPPA gathers, uses, stores and shares your data when you sign up for an event. It also sets out how long we keep your data and what rights you have in relation to your data under the General Data Protection Regulation (GDPR).

For the purposes of this privacy notice, University of York is the Data Controller as defined in the General Data Protection Regulation. We are registered with the Information Commissioner's Office and our entry can be found here. Our registration number is: Z4855807.

## What data we collect

If you wish to attend one of our events, you will be asked to provide your contact information, and occasionally some additional information such as details of your study at York, and your employment details. You may also be asked for information about any dietary requirements or access provisions you may need.

## Why we need it

We use this information to facilitate the event and provide you with an acceptable service. We also need this information so we can respond to you.

## What we do with it

We will use the information you supplied to update our database so that we can contact you about future events or news relating to alumni activities at the University of York. You can manage how we communicate with you using our [Communications Preferences Form](#).

## Who we share it with

Your information may be shared with individuals or organisations involved in managing the event who are not directly employed by the University. Those people are only allowed access to the data they need in order to run the event, and will delete it after the event.

## **How long we keep it**

We keep your data in line with legal requirements or where there is a business need. Retention timeframes are determined in line with the University's Records Retention Schedule, see our [retention schedule](#).

## **Purpose and lawful basis for processing**

Our purpose for collecting this information is so we can facilitate the event and provide you with an acceptable service.

The lawful basis we rely on for processing your personal data is your consent under article 6(1)(a) of the UK GDPR. If we collect any information about dietary or access requirements we also need your consent (under article 9(2)(a)) as this type of information is classed as special category data.

## **What are your rights?**

We rely on your consent to process the personal data you give us to facilitate the event. This means you have the right to withdraw your consent at any time. If at any point you want to withdraw your consent please [email](#) us and we'll update our records immediately to reflect your wishes.

In addition, under the UK GDPR, 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 can contact us about any of these rights by [email](#).

## **Do we use any data processors?**

Yes – we use data processors to help facilitate the events.

We use Eventbrite, and occasionally Google Forms and Formstack to record data about attendees of our events.