How we use your information

This Privacy Statement sets out how the University of Dundee process personal data further to events held on and off campus through the Public Engagement and Major Events Office portfolio of activities.

The University, further to its mission of transforming lives and to its role in education and research detailed in its Royal Charter, holds regular events covering many different aspects of University activity. Such events are normally open to the extended University community and, frequently, to members of the public and other external visitors and stakeholders.

To manage all aspects of hosting events, including their promotion, the University maintains lists of attendees and contact information so that information on events programmes can be sent directly to those individuals.

Personal data

Public Engagement and Major Events will normally hold name, address, email address, phone number and data that supports the evaluation of our audiences at events in support of this aspect of this activity. The information will normally have been provided to the University by you, although we may use publicly available professional contact information from time to time (please see the separate privacy notice on this subject).

We may record audio, video or photographs at our events and activities. When we do so we will ensure that it is clear that we are doing so and give you the opportunity to have your information removed from our systems.

We use Raiser’s Edge by Blackbaud as our Customer Relation Management system to track engagement for key stakeholders and guests. On Raiser’s Edge we keep personal data including records of events attended, contact information, the names of guests and dietary requirements.

As part of our regular processes, we review personal contact information for key stakeholders and external visitors. If contacts are judged to have lapsed then these are marked as inactive and a note added not to contact the individual.

Sensitive (special categories) of personal data
We do not routinely hold special categories of personal data for events management. However, we may have such information if you provide it to us directly, for example so we can make appropriate adjustments for a disability.

**Data controller**

The data controller for your personal information is the University of Dundee. Your data will be processed by the University’s nominated agents such as software or service providers.

We maintain lists of attendees and their contact details and email people directly via Microsoft Office 365. This product is cloud-based. Microsoft have adopted ‘binding corporate rules’ amongst other measures to safeguard data in their systems. You can unsubscribe from mailing lists at any time by using the unsubscribe button at the bottom of electronic messages.

We use CampaignMonitor to send out information on its events. You can unsubscribe from mailing lists at any time by using the unsubscribe button at the bottom of messages.

We use Eventbrite software to sell and provide tickets for our events.

**Lawful processing**

The University asserts that it is lawful for it to process your personal data for the purposes detailed above for the performance of tasks carried out in the public interest or in the exercise of official authority vested in the controller.

The University may also process your personal data in this area in compliance with legal obligations to which it is subject.

Where you provide the University with special categories of personal data directly, for example so we can make adjustments for disabilities, that processing is further to obligations placed upon the University in the field of social protection law.

**Your rights**

The University respects your rights and preferences in relation to your data. If you wish to update, access, erase, or limit the use of your information, please let us know by emailing events@dundee.ac.uk. Please note that the University will respect your right to prevent your information being used for marketing.

Where you wish to restrict the use of your personal data for the purposes outlined above, please note that we may need to retain some limited data to facilitate this request.

If you wish to complain about the use of your information please email dataprotection@dundee.ac.uk. You may also wish to contact the Information Commissioner’s Office.