



Phosphorus processes in catchments

Conference Privacy Statement

General

This Privacy Notice (Notice) explains how The James Hutton Institute (“Hutton”, “we”, “us”, “our”) processes your personal data which it collects from you when you register for and attend the conference. It is important that you read this notice prior to providing your information.

Hutton is the main conference organiser supported by the Hydro Nation International Centre and Dundee City Region Convention Bureau in administering the conference.

For the purposes of the EU General Data Protection Regulation 2016/679 (GDPR), the UK General Data Protection Regulation and the Data Protection Act 2018, Hutton is the data controller of your personal data. Hutton has appointed a Data Protection Officer who can be contacted via email at dpo@hutton.ac.uk, if you have any queries regarding data protection, enforcing your rights or the use of your personal information. For more information about how Hutton processes personal data, please read our website privacy notice, www.hutton.ac.uk/terms.

How we will use your personal data

Purpose and legal basis for processing your personal data

When we process personal data, we must have a lawful basis for doing so. This table sets out the purposes for which we process your personal data and the lawful basis which we rely on for each purpose.

Purpose of processing	Lawful basis
<u>Managing your registration at the event</u>	
<p>When you register, we collect via the registration form personal information such as your name, contact details, and biographical information that we need to manage your registration and attendance.</p> <p>For example we may use your information to:</p> <ul style="list-style-type: none"> • Send you information about the conference. This includes programme updates, information on sponsors and other special features which form an integral part of the conference • Process your registration payment • Get your name badge printed • Send you relevant post-event follow-up content • Contact you after the event to ask for feedback to improve the quality of our events • Analyse who is attending our events, so that we can monitor the success of our events and programs and understand trends in participation. • Create biographies of speakers and a speaker/delegate list and distributing these to speakers and attendees. 	Legitimate interests, Contract
<p>We may also ask for additional details about any specific access or dietary requirements you may have, to help manage your attendance at the event.</p>	<p>Legitimate interests, Contract</p> <p>If the details involve any special category data (for example, relating to your health) then we process this information because there is a substantial public interest in doing so, ensuring that we comply with our obligations under equality and health and safety law.</p>
<p>If you register attendance on behalf of another individual, we will ask you for their personal information that we need to manage their registration and attendance. You must ensure you have permission from the individual to submit their personal details.</p>	<p>Legitimate interests, Contract</p> <p>If the details involve any special category data (for example, relating to their health) then we process this information because there is a substantial public interest in doing so, ensuring that we comply with our obligations under equality and health and safety law.</p>
<p>Ongoing communications</p> <p>If you have given your consent to receive further information about the event organisers or future events, we will keep relevant contact and preference data for up to 5 years, or the completion of the IPW11 (whichever is soonest) or until you withdraw your consent. You may opt out of this at any time.</p>	Consent

Purpose of processing	Lawful basis
<u>At the event</u>	
We may want to share your contact details with other attendees, for example in an attendee/delegate list.	Legitimate interest
At the conference we may take images (still photographs or moving images) for the purpose of publicising the work of the organisers and for the promotion of future IPW conferences. Event organisers will be supported by VisitScotland - Scotland's National Tourist Organisation to deliver this activity. We will make you specifically aware of our photography and videography activity, purposes and uses via the IPW10 website. We will also display notices at the event to inform you that filming or photography is taking place, and our staff will advise you what to do if you do not wish to be in the images.	Where images are of groups of people and there is a minimal impact on privacy, we rely on legitimate interests to take and use images. We will seek your specific consent for prominent or impactful uses of images or when we otherwise consider this to be appropriate.
<u>Managing your abstract submission</u>	
When you submit an abstract, we will collect your name and contact details. We are supported by Convenus LLP, in order to fulfil your abstract submission and registration.	Legitimate interests, Contract
<u>Participation in the phosphorus research image competition</u>	
Participation is voluntary by submitting an image (photo, sketch, artwork) via the main event registration page or by email. Your submission is associated with your identity so that you can be acknowledged and for being notified if you are the prize winner.	Consent, legitimate interests

Who we may share your data with

The information you provide us upon registration and during/after the event will not be shared with third parties except in the following necessary ways:

1. Speakers' names, organisation, biography, research interests and talk details may be published in the conference programme and online.
2. We will share details of your registration and attendance with organisations which support us in organising the conference, namely the Dundee City Region Convention Bureau, for the purpose of managing your registration and attendance at the conference. This information will also be shared with our secure third- party provider Convenus LLP, in order to fulfil your abstract submission and registration.
3. Names, meal choices and dietary requirements will be given to any venue or catering providers used for the conference.

4. Names and appropriate accessibility requirements will be disclosed to transport providers, accommodation providers and conference and social venues where assistance may need to be arranged.
5. We may share your data with other third-party service providers (e.g. IT and other support services) where applicable and where it is necessary for them to receive the information.
6. We will administer a post-event evaluation survey on behalf of the Dundee City Region Convention Bureau. No identifiable information will be required to complete the survey.
7. If you have consented to receiving future communications from us, your name and contact details will be held for the purpose of informing you of future IPW conferences.
8. Payment details may be shared with our bank in order to process a payment.
9. The organisers of the conference in conjunction with VisitScotland will be taking videos and photos at this event.

These videos and images may be used in printed and online media (including social media, e.g. Facebook, X and LinkedIn) for publicity and promotional purposes of event organisers and VisitScotland. VisitScotland may use this material for campaigns (including its partnership campaigns) through third-party channels and platforms that contain content that is provided, managed or curated by VisitScotland.

The videos and images may also be used within IPW10 delegate evaluation survey and case study or shared with IPW10 delegates and conference/social venues.

10. If you participate in the Phosphorus Research Image Competition, your submission will be shared with all registered participants during the IPW10. The winning contribution will be shared on a range of IPW and Hutton social media channels (e.g., LinkedIn, X, Facebook). Further information on your rights and the usage of your submission can be found in the Picture Competition Terms & Conditions (see: registration page).
11. Where we have a legal obligation to do so. For example, we may have to share your data for the detection and prevention of crime and to assist the police and other enforcement agencies with investigations; to comply with tax legislation or safeguarding duties ; in specific circumstances, with third parties who have made legitimate requests under data protection or freedom of information law; with our external auditors.

Transfers of data outside the UK

If we use any data processing services or software which involve the transfer of personal data outside the UK, we will only do this where it is necessary, and where there are adequate safeguards in place for personal data.

Retention of data

Data you submit in the registration page will be retained for a maximum of 12 months after the conference. Where we have obtained your consent to use your personal data for specific purposes, we will retain it until you withdraw your consent, or the stated maximum date of 5 years for notification of the next IPW conference.

Data subject rights

You have the right to:

- Find out what personal data we process about you, and obtain a copy of that data, free of charge, within one month of your request. We may make a charge for additional copies of the same information. Please email us with any requests for a copy of your records.

- Ask us to correct inaccurate or incomplete data. If your details change after registering for the conference, we encourage you to notify us of any changes by email to allow us to update your details.
- Withdraw consent to process your personal data at any time, even if you were asked for and provided consent (and where no other lawful basis for processing applies). If you have consented to notification about future IPW conferences, you can opt out at any time. To do this, you can click 'unsubscribe' on any of the emails we have sent you or by emailing IPW10@hutton.ac.uk.

Right to complain to supervisory authority

If you have any concerns/issues with the way your personal data has been processed, you can contact the Data Protection Officer at dpo@hutton.ac.uk. You also have the right to lodge a complaint regarding data protection issues with the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

If you are no longer planning to attend IPW10 for any reason, and you wish your information to be removed from our records, please email IPW10@hutton.ac.uk