

## **Privacy statement: Registering for an event**

How we use your information when registering for an event:

### **Event registration**

We will use your personal data to allow us to process your registration and we will use the contact details you provide to communicate with you about the event, so that we can fulfil our work as the event provider. In the case of co-organised events, your data may be shared with the other organisation(s) and/or external speakers for the purposes outlined above. We will also use your contact details following the event to send you content relating to the event and/or to ask you for feedback as part of our commitment to continuous improvement. We will not share your personal data with any other third party. The use of your personal data in this way forms part of our 'contract' with you to provide the event.

### **Monitoring engagement**

We may use your information to help monitor engagement with our events and to inform future marketing; this is for statistical purposes only. To do so we will keep the information you provide when booking and details of the event(s) you have attended for up to five years. This is with the exception of special category data (e.g. health information such as dietary or accessibility requirements) which will be retained for up to three months after the event.

### **Photography and recordings**

Events may be photographed or recorded because it is our legitimate interest to do so, and images may be kept for up to ten years. If you do not wish to be included you can object by emailing the event organiser.

Online events may be recorded and session recordings may be published online (E.g. On our website and YouTube) for an indefinite amount of time. Any information that you provide during a session is optional and in doing so you give us consent to process this information.

### **Ongoing communication**

If you have given your consent to receive further information about the Bennett Institute for Public Policy and our activities, we will keep relevant contact and preference data until you opt out. You may opt out of this at any time.

## **Eventbrite**

In order to facilitate some of our online bookings for other events, we use Eventbrite - a third party service which is not operated by the University of Cambridge. Details of Eventbrite's privacy policy can be found at:

[Eventbrite Booking Privacy Policy](#)

## **Zoom**

In order to host some of our online events, we use Zoom – a third party service which is not operated by the University of Cambridge. We will use data relating to event participation on Zoom for statistical purposes and it may be kept securely for up to two years.

[Zoom Privacy Statement](#)

## **Microsoft Teams**

In order to host some of our online events, we use Microsoft Teams – a third party service which is not operated by the University of Cambridge. We will use data relating to event participation on Microsoft Teams for statistical purposes and it may be kept securely for up to two years.

[Microsoft Teams privacy notice](#)

For more information about how we handle your personal information, and your rights under data protection legislation, please see

<https://www.informationcompliance.admin.cam.ac.uk/data-protection/general-data>

If you have any questions, please contact the event organiser:

<mailto:events@bennettinstitute.cam.ac.uk>