**Privacy Notice for Training and Conference Attendees**

Last updated 20.12.18

This privacy notice sets out the basis on which we will process any personal data we collect from you, or that you provide to us.

# 1. Who we are

BCT is the leading NGO solely devoted to the conservation of bats and the landscapes on which they rely. Registered charity numbers: 1012361 (England and Wales), SC040116 (Scotland).

BCT is the data controller for all processing of personal data regarding training and conferences.

**2. Why are we collecting your information?**

We are collecting your personal data in order to administer and run Training courses, Symposia, Conferences and similar events, to contact you before and after the event in order to provide you with relevant information, and produce summary information on workshop attendance and participation.

In data protection terms, our ‘legal basis’ for collecting your personal data for use in this way is that we have entered into a ‘contract’ to provide the relevant event for you to attend.

When you book online or over the phone to attend an event, your personal information will be stored on the EventHQ website which is the platform BCT currently uses to administer their events. BCT will transfer some of your details to our own server to facilitate the administration and running of the event. The exact details may vary depending on the event, as certain courses require additional information to be submitted by participants such as confirmation of rabies vaccination if handling bats.

It will always include:

* Name (including title if provided)
* email address
* address
* phone number
* which course you attended
* how much you paid
* any dietary requirements, learning or accessibility issues you listed on the booking form that we may need to be aware of while you are attending the event

EventHQ will also collect other personal data that are not processed by BCT, for example your IP address and payment details (if applicable). Note, your payment card details are stored securely on the EventHQ website and are not visible to us.

For further details, please see the EventHQ privacy statement which can be found here: <https://www.eventhq.co.uk/privacy/>

After an event, we may send you a follow-up email including any event resources and/or a link to a feedback survey.

**3. How are we storing your information and will we share it?**

All of your personal data that we transfer from the EventHQ website will be stored securely on the BCT servers. As part of the contract to deliver the event for you, we will need to share certain information with relevant parties.

We will send the following details to the tutor/workshop leader for the purpose of running the event:

* Your name (including title if provided)
* Your role and/or affiliation (if provided)
* Any relevant experience (if provided)
* Any dietary, learning or accessibility requirements that they should be aware of.
* Any course specific additional information they may need such as confirmation of rabies vaccination for handling bats at the event

We ask the tutor/workshop leader to delete their copy of the information after the event and the spreadsheet will be deleted from our server by the end of January of the following calendar year in which the workshop took place.

We will also share details of any dietary or accessibility needs with the venue/catering team. Depending on the venue arrangements, we may also share an individual’s name where food will be labelled for a specific individual or for accommodation assignment.

For courses that are accredited by another organisation e.g. Lantra or Natural England, we will share details of participants so they can receive their certificate/licence upgrade upon successful completion of the course.

We will not send you marketing information or share your details with anyone else. If you do want to receive marketing information about training courses, conferences and similar events, you can sign up via this link:

Where individuals have paid to attend an event, we retain details of course attendees in an excel spreadsheet for administrative purposes for 7 years.

# 4. Your rights and our contact details

You are entitled to access any of your personal data that we hold. Please contact the Training and Conferences Manager currently Naomi Webster: training@bats.org.uk with as much detail as possible on the information you would like us to provide and we will respond within one month.

You have the right to request that we restrict or stop processing, rectify or delete your personal data. Where the data we hold have not been supplied by yourself, you are entitled to ask how we obtained the data.

Please contact the Training and Conferences Manager currently Naomi Webster: training@bats.org.uk if you wish to progress any of these rights.

If you have any concerns about how your personal data are being used, we will try to answer any questions you have. You have the right to [lodge a complaint](https://ico.org.uk/concerns/) with the [Information Commissioner’s Office.](https://ico.org.uk/concerns/handling/) You also have the right to an effective judicial remedy against decisions of the Information Commissioner’s Office, or against BCT

# 5. Changes to the privacy policy for Training and Conference Attendees

This Privacy Policy will be reviewed at least annually and updated where necessary. The latest version will always be available at<http://www.bats.org.uk/pages/terms.html>(see Privacy Policy for Training and Conference Attendees). If changes are made to this privacy policy in the future, a prominent notice will be posted on the website.

For further information, please see the general BCT Privacy Notice: <https://www.bats.org.uk/legal/privacy-policy>