**Privacy Notice:**

As part of the registration process for the Centre for Freedom of Information Annual Practitioners’ Conference, the University of Dundee will be collecting and processing personal data regarding your name, contact details and your place of employment.

**How we use your information**

The personal data you provide will be used to contact you in the lead-up to the event to confirm what workshops you wish to attend at the conference, as well as creating name badges for the event.

If you consent, the University of Dundee will also use this personal data after the conference to ask you about your experience and to provide further relevant information about future conferences and events ran by the Centre for Freedom of Information.

The University will keep your personal data for 2 years. It will then be destroyed.

We will respect your preferences concerning the ways in which we may contact you. If you wish to update these at any time, please let us know by emailing Donna Hendry at d.c.hendry@dundee.ac.uk

**Data controller**

The data controller for your personal information is the University of Dundee.

**Lawful processing**

The lawful bases for processing your personal data to contact you in this way is:

* Consent has been given by the individual(s) attending the Conference;
* That it is necessary for the legitimate interest of administrating the conference.

**Your rights**

If you wish to update, access, erase, or limit the use of your personal data, please let us know by emailing Donna Hendry at d.c.hendry@dundee.ac.uk

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