

## EVENTS PRIVACY POLICY

This privacy notice tells you what to expect us to do with your personal information when you register with Knights to attend one of our events.

Our more detailed privacy notices are available on our website.

### Controller details and more information

Knights is the controller of personal data we process in connection with our events.

There are numerous ways to contact us, including by phone, email or post. Our full contact details can be found on our website privacy policy (see <https://www.knightsplc.com/our-policies/privacy-policy/>) (our **Website Policy**).

Our Website Policy explains how we might contact you through our website and in other ways. You will find all the information that you need in our Website Policy, regarding what we do with your data and your rights in connection with your data.

### What we need

When you register to attend one of our events, we may collect, use, store and transfer the following categories of personal data:

- **Identity Data** - first name, maiden name, last name, username or similar identifier, marital status, title, gender, photographs, vehicle registration;
- **Contact Data** - postal address, email address and telephone number;
- **Professional Data** - job title and employer (your organisation's name);
- **Welfare Data** - your dietary requirements and in some instances your medical data, as well as any access requirements or provisions you need; and
- **Marketing and Communications Data** - your preferences in receiving marketing from us and our third parties (for example any partner organisation we jointly host an event with) and your communication preferences (e.g. email or post).

### Purpose and lawful basis for processing

We are collecting and processing this information to facilitate the event, provide you with an acceptable service in connection with the event, and to market our services to you.

The lawful basis we rely on for processing your personal data in this way is your consent (under article 6(1)(a) of the UK GDPR).

When we process any information about dietary, health or access requirements (i.e. your Welfare Data), we ask for your explicit consent (under article 9(2)(a)), because this type of information is classed as special category data, which means it is more sensitive. We may need to share your Identity Data and your Welfare Data with the venue hosting the event that you are attending, and any third party or venue caterers at that event, to facilitate your attendance and meet your needs at the event.

We also need this information so we can communicate with you regarding the event and to market our services to you.

## **What we do with it**

If you are not successful in securing a place at our event, we'll let you know and hold your details on a reserve list in case a place becomes available.

In asking you to confirm your attendance at one of our events, we'll ask for information about any dietary/access requirements (i.e. Welfare Data).

We will also ask you for your consent for Knights to market to you by email using your Marketing and Communications Data. You do not have to provide this consent.

Where we arrange an event jointly with another organisation(s), we are sometimes asked to share our delegate's Identity and Marketing and Communications Data with that organisation, to enable them to market to you. We will ask for your consent to share this information and will not share it if you do not consent.

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this policy; where there is a legal requirement; or where it is necessary for us to do so to protect the vital interests of a person.

We will never share your Welfare Data with another organisation (other than the venue hosting/caterers servicing the event you are attending, as explained above) unless you explicitly instruct us to do so.

We may publish delegate lists for events to those attending the event, to enable you to network among that event's attendees.

## **Opting out of marketing**

Where you provide consent to receiving marketing information from Knights or third-party organisations (e.g. a joint event host), you can ask us - or the third party organisation - to stop sending you marketing messages at any time, by following the opt-out links on any marketing message sent to you.

You can also opt out of Knights' marketing by contacting our Data Protection Manager at [dataprotection@knightsplc.com](mailto:dataprotection@knightsplc.com) at any time.

Please note that where you opt out of receiving Knights marketing messages, this will not apply to personal data provided to us as a result of a service purchase.

## **How long we keep it**

For information about how long we keep personal data, please see our Website Policy.

## **What are your rights?**

We rely on your consent to process the personal data you give us to facilitate the event, to market to you and to share your data with a joint organiser. This means you have the right to withdraw your consent at any time.

If at any point you want to withdraw your consent please email or call us email us at [dataprotection@knightsplc.com](mailto:dataprotection@knightsplc.com).

If you do that, we'll update our records immediately to reflect your wishes and, where this impacts our third parties, we will ask them to do the same. You can also make the same request of the third party organisation directly.

You have other rights under data protection legislation and can find full details of these within our Website Policy.