

WHAT INFORMATION WE COLLECT

Contact and business information

We will hold your contact details on our system in order to operate our business effectively. Your contact details may include:

- Name
- Company
- Address
- Email Address
- Contact Telephone Number(s)

Email

We keep a record of the emails we send to you and these emails will relate to the conference you have booked a place on. We also keep a record of the emails we receive from you.

As the conference takes place every year, we will retain your email address, to be shared with the organiser of the 2020 event, so that they can email you appropriate information relating to the event.

Photography and Filming

Please be aware that photography and filming will be taking place throughout the Congress venues over all the days. If you do not wish to be included in any shots or footage, please advise the photographer or film crew.

From Third Parties

Your information is only shared with us by other organisations appropriate to the conference, ie regarding membership to the European Economic Association or the Econometric Society.

Information available publicly

This may include information found in places such as your biography on your work website or information that has been published in articles/newspapers.

Sensitive data

Any data regarding children, disability or medical need is regarded as sensitive, and we take steps to ensure that any such information is only collected where necessary (for example recording dietary and access requirements) to enable us to provide for you at the conference. It is used only for the purposes agreed, and erased following conclusion of the event.

Please note, credit and debit card information is not held by us, but collected by our third party payment processors.

WHAT WE DO WITH YOUR DATA

We will process your personal data for the following lawful bases and purposes:

- Where we need to perform the contract we have entered into with you;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests; and/or
- Where you have given us your consent.

Examples of processing are as follows:

Data administration

We use the information we hold about you to administer the conference. We may use the information to advertise similar events to you, but if you would rather NOT receive such direct marketing communications by post, telephone

or email from us about other conferences, you can ask us to stop contacting you for that purpose by emailing confercare-online@manchester.ac.uk.

Sharing your data with Third Parties

We will not share any personal details with any other third parties without your agreement, unless required in order to fulfil our contract with you, or allowed by law.

In general, the third-party providers used by us to fulfil our contract with you will only collect, use and disclose your information to the extent necessary to allow them to perform the services they provide to us. These providers are the social event venues and include [Albert Hall](#) and [Emirates Old Trafford](#).

We have agreements in place with each to ensure that your data is secure at all times, and cannot be accessed or used for any other purpose.

Data will be shared with the two societies, European Economic Association and Econometric Society, for which they will be responsible. This information will enable them to finalise the conference programme and contact you regarding your membership and attendance at future events, together with execution and development of further activities.

How we keep your data safe

Your personal data will be held and processed on The University's systems. We maintain secure systems to hold contact details and a record of your interactions with us.

Your data is always held securely. Access to personal information is strictly controlled and can only be accessed by people who need it in order to do their job. Certain data, for example sensitive information, is additionally controlled and is only made visible to members of staff who have a reason to work with it.

We may need to disclose your details if required to by the police, regulatory bodies or legal advisors.

We will only ever share your data in other circumstances if we have your explicit and informed consent as detailed above.

All information received by us is retrieved using secure technology. In order to provide a safe and secure environment for your personal information we use up to date technology with a view to protecting that information against loss, misuse or unauthorised alteration.

Data is held by us for six years. Once that necessity is past we have a regular programme of data suppression and deletion. This ensures that your data is not held indefinitely on our systems.

GIVING YOU CONTROL

If you have opted out of marketing or fundraising communications, we will only get in touch with you regarding your enquiries, bookings or contract with us.

Your Rights

You can find out more about your rights and how to contact The University of Manchester's Data Protection Officer by following this [link](#).

Contact Us

Please contact us at confercare-online@manchester.ac.uk if you have any questions about how your data is used, data retention periods, or wish to be removed from any communications or data processing activities.