



CFS Events Data Protection Policy Document

The below gives an overview of our policy in relation to processing personal data. Policies differ from procedures, as they are high-level documents that set principles, rather than details of how, what and when things should be done. Staff should also follow our Data Protection Procedures in order to comply with the Data Protection laws laid out in the General Data Protection Regulation (GDPR).

CFS Events Ltd seeks to comply with the GDPR by putting in place easy to follow and adequate processes and procedures for staff which should encompass the policies laid out here; providing all staff with awareness training; implementing and maintaining technical security measures; and ensuring that the organisation always has a legal basis for its data processing activities.

Our contact for GDPR:

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Categories of personal data collected

- Contact details, including name, email address, postal address, job title and telephone number
- Billing details, including billing address, card details for payment
- Preferences in terms of marketing content, including specialty of medicine and level of expertise of event attendees
- Passport information, including name as it appears on a passport, DOB, passport expiry date and passport number
- Logistical preferences, including closest rail station/airport

The purposes of the processing we undertake:

CFS Events Ltd will process personal data:

- In the fulfilment of contract terms with event attendees, i.e. registering attendees at events





- For use in organising travel & logistics for attendees at events
- To process information for abstract submissions for events
- To use on meeting information and artwork, including in the production of meeting programmes
- To advertise programmes for events online - with speaker's details on them
- To advertise meetings to individuals on our databases

Categories of individuals from whom we process data

- Delegates at events – Adults
- Speakers at events – Adults
- Other event attendees – Adults
- Company representatives attending events – Adults

Sub-processors:

Recipients of personal data

- Hotels
- Travel agencies
- Airlines (directly)
- Conference venues
- Our customers (where we are acting as agent)
- Faculty members/organising committees at events we are running
- Event Sponsors/Exhibitors
- Printer
- Graphic Designers

Definitions:

Data controller means ... a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be, processed.

Data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Data Subject - a natural person whose personal data is processed by a controller or processor

Processing, in relation to information or data, means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including –

(a) organisation, adaptation or alteration of the information or data,





(b) retrieval, consultation or use of the information or data,

(c) disclosure of the information or data by transmission, dissemination or otherwise making available, or

(d) alignment, combination, blocking, erasure or destruction of the information or data.

This policy will be based on the 8 data protection principles laid out in the GDPR.

Principle 1

The Data Protection Act requires you to process personal data fairly and lawfully.

CFS Events Ltd is committed to protecting our event attendees' personal data. As the data collected is not 'sensitive data' we will focus on ensuring that we always have a detailed purpose for collecting the data. This is of the utmost importance and staff should follow procedures to ensure data is processed lawfully and that data is protected. CFS Events Ltd does not seek to use any personal data in any way in which the individual in question would not expect. Personal data should only be used with consent and in the completion of a contract (i.e. when dealing with delegates, speakers and exhibitors registering for an event); or for email marketing in line with the GDPR and The Privacy and Electronic Communications Regulations (PECR).

Principle 2

Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.

CFS Events Ltd will only collect personal data for specified and lawful purposes – i.e. collecting data from event attendees in order to process their attendance at that particular event. We will tell individuals why we are collecting their data at the outset and let them know if that purpose changes for any reason.



The lawful basis for the processing we undertake:

Collecting data for use in events management
We will rely on 1 legal basis here:

- Contractual Basis - for processing data relating to someone buying a ticket for an event. We obtain your consent for this by asking you to fill in a form and send it to us!

Collecting data for use in our email marketing campaigns
We will use 2 bases here:

- Consent Basis - for adding personal data to future marketing lists
- Legitimate Interests Basis - for marketing to our existing databases

Principle 3

Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

Thought must be given when collecting personal data as to whether we actually need that personal data. If we do not require that data, CFS Events Ltd should not request it.

Principle 4

Personal data shall be accurate and, where necessary, kept up to date.

CFS Events Ltd takes their responsibility to maintain records seriously. Records should be updated immediately and all team members should be alerted.

Principle 5

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

Our retention periods for holding personal data:

Contact details, including name, email address, postal address, job title and telephone number	3 years following an event
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Billing details, including, card details for payment	Deleted immediately upon payment
Billing address	7 years – in line with account practices
Expenses Info	7 years – due to finance queries
Preferences in terms of marketing content, including specialty of medicine and level of expertise of event attendees	Indefinitely, until deletion is requested
Passport information, including name as it appears on a passport, DOB, passport expiry date and passport number	Deleted immediately, following the event
Logistical preferences, including closest rail station/airport	Deleted following the event

Principle 6

Personal data shall be processed in accordance with the rights of data subjects under this Act.

All CFS Events staff should put the rights of data subjects at the centre of decision making in relation to data protection. Procedures should be followed in order to ensure compliance with this principle.

Principle 7

Security

CFS Events Ltd takes it's responsibility to protect personal data seriously. Personal data should only be stored on the dedicated platforms for personal data and passwords should be updated regularly/when prompted.

Storing of personal data on a non-dedicated platform will result in disciplinary proceedings.

Principle 8



We are committed to protecting personal data, especially if that personal data is being sent outside of the outside the European Union, to third countries or international organisations.

Personal data should only be transferred outside the European Union, to third countries or international organisations with informed consent from the attendee. Details of the recipient of the personal data (usually a hotel outside of the EU) should be sent to the recipient when we request that specific personal data, in line with procedure.

How to handle deviations from this policy

CFS Events Ltd is dedicated to protecting against data protection breaches. All staff should follow the dedicated data protection breach procedure, and in particular:

- Act fast; tell a senior manager immediately;
- Quickly establish whether a personal data breach has occurred and,
- Assess whether the breach is serious;
- Try to contain it;
- Report to the police, insurers, professional bodies, or bank or credit card companies;
- Tell the customer where necessary;
- Report it in our GDPR Reporting Log;
- Potentially tell the IC or relevant body – within 72 hours;
- Potentially tell the individuals involved

