

# PRIVACY NOTICE

## Privacy Notice – EventBrite Registration Service

### The Data Controller of the information being collected is:

Forth Valley College, Grangemouth Road, Falkirk. FK2 9AD  
ICO Registration Number: Z9720531

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at: [dataprotection@forthvalley.ac.uk](mailto:dataprotection@forthvalley.ac.uk)

### This privacy statement relates to the following process:

Event registration processes using Eventbrite.

### Your information will be used for the following purposes:

To register you for Forth Valley College and Forth Valley College stakeholder events.  
To populate the event delegate list for venue fire safety purposes.  
Marketing purposes for future events, where you have opted in.  
Seeking event feedback.

### Our lawful basis for using the data are:

You have given consent for the use (marketing purposes) and you have given consent by registering for the event.

Use is necessary for us to comply with a legal obligation.

Event safety (Health and Safety at work etc. Act 1974)

VIP security in line with Police Scotland and anti-terrorism guidance.

Use is necessary for the purposes of legitimate interests pursued by Forth Valley College and its stakeholders; those being an interest in gathering feedback from events, and to improve awareness of its academic, cultural and community work.

### The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data are:

You have given explicit consent to the processing.

Use is necessary to protect a person's the vital interests.

Processing is necessary for reasons of substantial public interest and is authorised by domestic law proportionate to the aim pursued. (Data Protection Act 2018, Schedule 1, Part 2, 8. Equality of opportunity or treatment). You may be asked for relevant health data to enable reasonable adjustments to be made regarding your attendance (Equality Act 2010). This is not obligatory, but would help the College to make adjustments, if required.

Prepared by: Head of Communications and Marketing

Approved by: Information Governance Group

Date: June 2020

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**Your data will, or may, be shared with the following recipients: the event venue, speakers or artists appearing at the venue, VIP security team (if applicable).**

**This process involves your data being sent outside of the European Union.**

Eventbrite operates in the USA, and its privacy notice can be viewed here:

[https://www.eventbrite.co.uk/support/articles/en\\_US/Troubleshooting/eventbrite-privacy-policy?lg=en\\_GB](https://www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB)

Eventbrite participate in, and comply with, the EU-US and Swiss-US Privacy Shield Framework.  
**The processing of your data does not involve automated decision making.**

**Your data will be retained for 3 months after the event.**

**Data subjects have the following rights:**

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

**The following rights apply only in certain circumstances:**

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

**You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. Contact: [casework@ico.org.uk](mailto:casework@ico.org.uk)**