

## University of London

### Events - Due Diligence Privacy Notice

#### 1. Providing the personal data

The event organiser responsible for informing its speakers and attendees that information may be provided to the University so that risk assessments can be carried out by the University. The University will act as a data controller for this information.

The University is subject to the General Data Protection Regulation (GDPR) and associated data protection laws. General privacy information, including the contact details of the data protection officer, how to make a complaint and information on the rights of individuals can be found at the University's general privacy notice, at the following link: <https://london.ac.uk/about-us/how-university-run/policies/privacy-notice>

This Privacy Notice aligns with the policy set out in the University's Ordinance 24 'Code of practice on meetings or other activities on University premises' [https://london.ac.uk/sites/default/files/2017-10/Ordinance\\_24\\_Code\\_of\\_Practice\\_on\\_Meetings.pdf](https://london.ac.uk/sites/default/files/2017-10/Ordinance_24_Code_of_Practice_on_Meetings.pdf)

#### 2. What data will we be collecting?

Organisers will be asked to names of speakers and attendees, including relevant biographical details. This information should be provided where it relates to a risk that may require specific arrangements from the University to ensure the safety of speakers, attendees and other occupants of the building on the day of the event.

Categories of data subject and data processed	Purpose of the processing	Article 6 legal basis	Article 9 legal basis where relevant <i>Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership or data concerning health or sex life and sexual orientation.</i>
Stewards / Organisers - Name, address, contact details	For the University to assess the security and risk assessment measures required for the meeting	Necessary for the performance of a task in the public interest, fulfilling the University's academic mission in line with Ordinance 24	Substantial public interest

Speakers - Name, biographical details relevant to the meeting (e.g. controversial views, political or faith affiliation, history of events with security dimension)	For the University to assess the security and risk assessment measures required for the meeting	Necessary for the performance of a task in the public interest, fulfilling the University's academic mission in line with Ordinance 24	Manifestly made public by the data subject. Or Substantial public interest
Attendees - Name, biographical details where relevant	For the University to assess the security and risk assessment measures required for the meeting	Necessary for the performance of a task in the public interest, fulfilling the University's academic mission in line with Ordinance 24	Manifestly made public by the data subject. Or Substantial public interest`
Stewards / Organisers / Speakers / Attendees – personal data detailed above	For the University to share with relevant authorities, such as the police	Necessary for a legal obligation (Prevent legislation)	Substantial public interest
Stewards / Organisers / Speakers / Attendees – historical records of the event (not contact details or other information irrelevant to the archival purposes)	For the University to maintain an archival record of important historical events	Necessary for the performance of a task in the public interest, fulfilling the University's academic mission	Necessary for archiving purposes in the public interest

### 3. How long will the data be kept for?

The data will be kept in line with the retention of event contract files, for 6 years from the date of the event. Information with archival interest for the University may be retained permanently, with appropriate safeguards to protect the rights and freedoms of the individual.