

Harlaxton Medieval Symposium: Privacy policy

The Harlaxton Medieval Symposium is committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data that you provide to us will be used by us. Please read the following carefully to understand our practices regarding your personal data and how we treat it. For the purpose of the General Data Protection Regulation (2018), the data controller is the Secretary of the Harlaxton Medieval Symposium. The Secretary is our nominated representative for the purpose of the Regulation.

INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

- Electronic consent to retain and use individual email addresses.
- Information provided on registration forms for attendance at each year's symposium.
- If you contact us, we may keep a copy of that correspondence.

WHERE WE STORE YOUR PERSONAL DATA

A database of email addresses is maintained by the data controller. This database is password protected and is retained by the data controller on their private computer.

Consent provided electronically is stored in the gmail account accessed by the symposium secretary, harlaxtonsymposium@gmail.com.

Information provided on registration forms is kept on file in hard copy and electronically and held securely by the data controller.

USES MADE OF THE INFORMATION

We use information held about you in the following ways:

- To provide you with information and updates on the annual symposium.
- To provide publication offers of new books and collections available for purchase from the symposium publisher, Shaun Tyas Publishing.
- To notify you of any changes relating to the symposium.

DISCLOSURE OF YOUR INFORMATION

Except as set out below, we will not permit any third party to use your personal data nor will we sell or otherwise pass on your data to any third party for any purpose whatsoever. We may disclose your personal data to third parties only if we are under a duty to disclose or share your personal data in order to comply with any legal obligation.

YOUR RIGHTS

- The General Data Protection Regulation gives you the right to access information held about you. Your right of access can be exercised in accordance with the Regulation and is free of charge.
- You have the right to request that the data controller corrects any personal data if it is found to be inaccurate or out of date;
- You have the right to unsubscribe from the database. A request should be emailed to the Secretary at the symposium email address: harlaxtonsymposium@gmail.com.
- You have the right to object to the processing of personal data.
- You have the right to lodge a complaint with a supervisory authority, such as the Information Commissioner's Office (ICO): ico.org.uk