

Who will own my data once I submit it?

The University of Liverpool.

Why do you need my information, where will you store it and how long will you keep my data?

We need your information for three purposes:

1. Collected prior to the event, for use up to the event:

We require you to RSVP via text or email with your name, a contact telephone number or email address, any dietary or disability-related requirements you need us to assist with and your plans for travel to the venue (to allow us to predict travel cost reimbursements). Text messages/emails will be deleted as soon as the information has been transferred to a password-protected database on secure University of Liverpool systems and checked for accuracy. All data will be deleted within 2 weeks of the event.

If you agree to us storing your email address longer term as part of a mailing list (to inform you a few times a year about future events), this would also be stored on secure University of Liverpool systems and would not be linked to any other information, not even your name.

2. Collected during the event, for use after the event:

We will ask that you complete a short form with your age, gender, ethnicity, postcode, whether you or a loved one have a current or previous cancer diagnosis and the method of transport you used to get to the venue. You have no obligation to provide this data, but it would not be linked to your name or any contact details. We will retain this anonymous data on secure University of Liverpool systems for the remaining 4 years of our funding period, to allow us to compare broad attendance statistics across different public engagement events. Following this period, it will be destroyed.

The exception to the above is your postcode, which is identifiable information. This will be stored separately, within a password-protected database, and will not be linked to your name or any other information. Postcodes will be deleted within 2 months of the event, once we have used them to create a map of where people came from to attend the event and correlated this to government Indices of Multiple Deprivation.

3. Collected during the event, to be used immediately after the event:

If you require reimbursement of your reasonable travel costs (e.g. bus, train, taxi, petrol mileage at 45p/mile), we will need you to complete a University of Liverpool Payment Request Form, providing your name, address, telephone number, email address, bank details and signature. This should be processed in the 14 days after the event and your data deleted once the money is in your bank account. Payment Request Forms will be stored in a locked filing cabinet overnight, before being scanned and sent via encrypted email to the University of Liverpool Finance team for processing. Forms will be shredded after scanning and scanned copies will be stored securely on University of Liverpool systems for up to one month, and deleted once the successful transfer of funds has been confirmed.

What allows you to use my information?

By RSVPing to our invitation via text or email and by completing a feedback form or payment request form, you are implicitly providing consent for us to store and use your data as described in this policy, under the UK General Data Protection Regulation (UK GDPR). You have the right to withdraw your consent at any time, and we will delete any data that can be traced back to you.

Who will my information be shared with?

We will not share any of the information you RSVP with, other than within our small internal admin team and to inform the venue of any specific requirements. A broad overview of attendees' circumstantial information collected during the event will be shared with our funders (the ECMC Network, as part of our annual report) and our NHS partners at the Clatterbridge Cancer Centre (to help with their delivery of public engagement events). The anonymised information may also be presented as a poster-based overview of the event at an ECMC Network meeting. Any information shared will be as a summary and will not be able to identify you as an individual.

Your Payment Request Form will be shared with the University of Liverpool Finance team for processing.

Do I have to provide this information and what will happen if I don't?

You do not have to provide any of this information; it is entirely optional. However, if you do not RSVP to let us know you will be attending, we may not have the capacity to welcome you on the day. If you do not fully complete the Payment Request Form, we will not be able to reimburse your travel expenses.

Will this information be used to take automated decisions about me?

No.

Will my data be transferred abroad and why?

Your data will not be transferred out of the UK.

What rights do I have when it comes to my data?

Under the UK General Data Protection Regulation, you may have the following rights with regards to your personal data:

- The Right to subject access – you have the right to see a copy of the personal data that the University holds about you and find out what it is used for.
- The Right to rectification – you have the right to ask the University to correct or remove any inaccurate data that we hold about you.
- The Right to erasure (right to be forgotten) you have the right to ask the University to remove data that we hold about you.
- The Right to restriction – you have the right to ask for your information to be restricted (locked down) on University systems.
- The Right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request.
- The Right to object – you have the right to ask the University to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.
- The Right to prevent automated decision making – you have the right to ask the University to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

Please note that not all rights apply in all situations. To find out more about [your rights under the UK GDPR](#), please visit the Information Commissioner's website.

To request a copy of your data or ask questions about how it is used, contact:

Dan Howarth, Data Protection Officer

- Email: legal@liverpool.ac.uk
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the University's Data Protection Team by writing to:-

- Dan Howarth, Data Protection Officer
- By email: legal@liverpool.ac.uk
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

You also have the right to complain to the Information Commissioner's Office using the following details:

- The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45
- Website: www.ico.org.uk