



Privacy Notice for the Coast to Capital Virtual Careers Fair June 2021

To run and organise the Coast to Capital Virtual Careers Fair June 2021 ("the event") we need to process a small amount of personal data about those attending and administering the event. Any data we collect and process will be done according to UK data protection law. This means we will be fair and transparent about the data we collect and we will keep the information safe.

For this event, the Data Controller is **COAST TO CAPITAL LOCAL ENTERPRISE PARTNERSHIP** (co. no. 08166412) ("we" or "us/our"). We are a data controller for personal data and have notified the Information Commissioner (the UK regulator for data protection) of this. Our main address is: Pacific House, Hazelwick Avenue, Three Bridges, Crawley RH10 1EX.

Our details have been registered with the Information Commissioners Office (ICO) and our register number is Z3362665. The ICO's register can be viewed online at <http://ico.org.uk>.

Our Data Protection Manager is Kristel Smith (Office Manager & PA to Chief Executive) and they can be contacted by calling 01293 305965.

Processing personal data for the event

We are processing personal data of those attending and/or administering the event so that we can record the number of participants for the event and to provide them with the details necessary to take part. Our legal basis for this processing is that it is necessary for the purposes of a legitimate interests pursued by us. Our legitimate interest relates to our role in bringing businesses and education providers together to create the right skills for people and business that will increase economic and social prosperity.

The information we are processing is:

- Personal contact details: names, email address, school/college name and whether the registrant is a student/teacher/parent/other.

We are not processing any special category personal data.

The personal data collected will be used for some or all of the following tasks: account creation, user verification, deliver the products and services, share content between users, user interaction, customer support, user communication, prevent fraud, detect security incidents, analytics, respond to legal inquiries or terminate accounts.

Who we share personal information with

The information we need to process for the event will be collected and managed by our trusted partner vFairs (www.vfairs.com). vFairs are providing services to us under contract and are our data processor. For more information about the handling of data from vFairs, please see their Privacy Notice [here](#).

How long we keep personal information

The information provided for the event will be retained for 30 days after the event finishes. After this time all personal data will be deleted.

Your information rights and how to access the data we hold

Any individual who we hold personal data about have rights about how that information is processed. Those rights include how you can access the information we hold, and how, in some situations, you can stop us from processing the information or have it corrected or deleted. You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>.

If you would like to exercise any of your data protection rights, you should contact the Data Protection Manager using the details listed earlier in this Notice.

If you have a concern

If you are unhappy with the way that personal data has been used or any other aspect of how we have processed information for this event, then please let us know. In the first instance you should contact our Data Protection Manager who can investigate the matter for you and take any action that is necessary.