

## School of Physics and Astronomy – privacy statement for events.

### Privacy Statement

#### Information about you: how we use it and with whom we share it

The information you provide will be used by the University of Edinburgh to administer your event attendance, to process your registration, communicate with you and obtain your feedback about the event.

We are using information about you because you have given us your consent. If you have given us your permission, we will share your name and affiliation with the other participants in the delegate list. We may share your name with other organisations involved in the organisation of this event (accommodation venues, restaurants and co-organisers from other institutions) but we will never share your details with any third parties unconnected to the event you have registered for.

We will hold the personal data you provided for 6 months. If you have agreed to be contacted about future events, we will hold your personal data for as long as you subscribe to these updates. Financial data such as a payment record will be held for 7 years, but we will ensure that all information that can identify you directly is removed after 6 months.

We do not use profiling or automated decision-making processes. A human decision maker will always be involved before any decision is reached in relation to you.

This event may be photographed and/or recorded for promotional or recruitment materials for the University of Edinburgh and University approved third parties. If you do not want to be in photos or videos please contact the organiser at [sopa.events@ed.ac.uk](mailto:sopa.events@ed.ac.uk)

If you have any questions, please contact [sopa.events@ed.ac.uk](mailto:sopa.events@ed.ac.uk)

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