MBE & QIF Summit 2027 - Privacy Notice

The University of Warwick is the data controller for the personal data processed in connection with obtaining payment and administering attendance for the MBE & QIF Summit 2027 event taking place on 15th June – 17th June 2027 and administered by WMG, University of Warwick.

When you register and/or purchase a ticket for the event, we will collect:

- First and last name
- Email address
- Company/institution name and postcode
- Position/role
- Sector
- Payment details
- Dietary requirements
- Accessibility requirements
- Marketing consent preferences
- Information about how you became aware of the event

This information is collected so that we can process your booking, take payment, communicate with you about the event, make any necessary arrangements relating to catering or accessibility, and evaluate the effectiveness of our marketing activities.

Our lawful bases for processing your personal data are: the performance of a contract with you, where processing is necessary to process and administer your booking and payment for the event; the University's legitimate interests, where processing is necessary to understand how you became aware of the event in order to evaluate the effectiveness of our marketing activities and inform future event promotion; and, where applicable, the performance of a task carried out in the public interest in connection with the University's research and educational functions.

Your data will be shared with relevant University of Warwick staff involved in organising or supporting the event, as well as with our contracted payment provider for payment processing. We may also share a list of attendee names only with the event sponsors, where required; no contact details or special category data will be shared. Your information will not be sold or shared with any other third parties unless required by law. Internally, your data may also be shared with University finance and administrative staff where necessary for lawful payment processing, including via BACS or international transfer services.

We will retain your event administration data for up to two years after the event to allow us to evaluate the event, respond to follow-up queries, and contact previous attendees about future iterations. If you have consented to receive marketing communications, we will continue to hold your data for this purpose until you withdraw your consent, which you may do at any time. Any special category data you provide, such as dietary or accessibility information, will be deleted within three months after the event.

For further details about how the University of Warwick processes personal data for events, please see our full Events Privacy Notice: https://warwick.ac.uk/services/legalandcomplianceservices/dataprotection/otherprivacynotices/events/

The University is committed to protecting the rights of individuals in line with data protection legislation. Further information about how the University processes personal data and how to

exercise your rights can be found on our Data Protection webpages. If you wish to submit a data subject rights request, make a complaint, or report a suspected personal data breach, please contact the Data Protection Officer at infocompliance@warwick.ac.uk.

If you have concerns about how we use your personal data, you have the right to make a data protection complaint directly to us.

If you would like to make a data protection complaint directly to us, please complete and submit the form below providing as much information as possible:

https://warwick.ac.uk/services/legalandcomplianceservices/dataprotection/complaints/complaintform/

Once we have received your complaint, we will:

- acknowledge receipt of your complaint;
- review the matters raised and make appropriate enquiries; and
- keep you informed (where appropriate) and, without undue delay, report the outcome of your complaint to you.

If you are dissatisfied with the University's response to your complaint, you have the right to escalate your complaint to the Information Commission's Office (the **ICO**). You can contact the ICO at www.ico.org.uk.