

IET Events Privacy Notice

This privacy notice provides you with information about how IET Services Limited and the Institution of Engineering and Technology (IET) will collect, use and process your personal when you register and attend our events. It supplements our main Privacy Statement that you can visit here on our website <https://www.theiet.org/help/privacy>

The IET

The IET is a UK organisation supported by a wholly-owned trading subsidiary in the UK - IET Services Limited. Also in the IET group of companies are entities registered in India, China, Hong Kong and USA, which support our mission in those regions as well as organising events in the APAC area.

Many of our events are arranged and managed nationally and internationally by our volunteers who run IET Local Networks for the benefit of members.

The IET may disclose your information to these entities for the purposes of introducing and delivering global events, where appropriate.

If you attend an event that is not held at one of our own venues or offices, we will share the minimal necessary personal data with the venue provider and approved suppliers in the Country the event is held.

How we use your personal data	Legal basis for processing
When you register an interest or register to attend an event we will ask you to provide the following information as applicable to the type of event: • Name • Phone number • Email address • Company organisation • Job title • Age range • Country • If you require parking • Vehicle registration number (if applicable) • Accessibility needs (if applicable) • Dietary requirements (if applicable) • Where will you be joining the webinar from • How you heard about the event • Submission (if call for papers)	• To facilitate your attendance at an event and provide you with an acceptable service. To fulfil the contract and terms and conditions with you. • Legitimate interest. • For dietary requirements or accessibility provisions, we rely on consent under article 6(1)(a) and 9(2)(a) of the UK GDPR .

We will use the contact details you provide us to communicate with you for administration of the event. We will share the minimum personal data with the following third parties where it is strictly necessary for the provision of your safe and secure attendance at an event (in most cases this is anonymous data): • The venue at which the event will take place. • The venue event organiser or caterers for the event. • Our third-party suppliers, service providers and payment processing companies. To enhance attendees experience of our events, we may review your name and organisation in order to welcome you, and for IET employee or volunteer networking purposes. We will email you to request your event feedback and to provide you with information about details of events that you have previously attended or expressed an interest in. Your contact details will be shared with our partner organisation if we alternate delivery of annual events, such CIRED.	
In accordance with our Event Terms and Conditions presenters or speakers may be recorded and photographed and will be asked to complete a photography and recording consent form at the event. Event photographs may feature on the IET websites and social media forums. Attendees are notified where recording is taking place. Entrants who enter a competition associated with an event should refer to the terms and conditions that apply to the award this includes details of photography and recording. Competition, prize or award winners name and photographic image will be published on the IET websites and social media forums.	• We process your information for the purpose of performing a contract with you, or in order to take steps at your request prior to entering into a contract. • Legitimate interest. • Consent. • Award/competition – Legitimate interest (name, submission and award title). • Recording, photography and subsequent publication - consent.

When you register an account on our website, we process your contact details in order to provide the products or services to you. You may be given the option to opt -in or consent to receiving marketing communications from us about similar products and services. You can unsubscribe using the link in the email or log in to your account and change these preferences at any time. We use pixels in our marketing emails in order to monitor whether the email has been opened and read and the success of the promotional communication.

We may ask for your consent to share your name and email address with third-party organisations (such as sponsors or event partners, or event exhibitors) so that they can provide you with information about their goods, services or events

- Legitimate interest or contract for account management.
- We rely on the consent that you have given for providing such third parties your personal data for such purposes.

How we process your personal data

In accordance with the UK GDPR/ EU GDPR, and applicable International data protection laws, we implement appropriate technical and organisational measures to safeguard your personal data. Other than as set out above, we will not disclose any of your personal data without your permission unless it is lawful to do so, or we are required to do so (for example, if required to do so by law, a court order or for the prevention of fraud or other crime).

How long we keep your personal data

We will only keep your personal data for as long as we are either required to do so by law or any applicable statutory limitation period, or until the purpose for which it was collected has concluded in accordance with our retention schedule.

Transferring your personal data

We process your personal data in the UK and in the EEA. Transfers between the two areas are permitted by virtue of adequacy decisions. In the course of carrying out the activities referred to above, we may also transfer your data outside of the UK and EEA. Minimal personal data will be processed in the country of the event you attend. In such cases, we will take steps to ensure there are adequate safeguards to protect your personal data, which may include contractual agreements containing UK IDTA and EU addendum and reliance on EU - US DPF and UK extension that have been approved for such purposes.

Your personal data rights

You have the following specific rights in respect of the personal data which we process:

1. **The right to be informed** about how we use personal data.
2. **The right of access** to the personal data which we hold.
3. **The right to rectification** where data is inaccurate or incomplete.
4. **The right to erasure** of personal data, in certain circumstances.
5. **The right to restrict processing** to temporarily limit the use of your personal data.
6. **The right to data portability** of information you have given us.
7. **The right to object** in cases where processing is based on legitimate interests.
8. **The right to withdraw consent.** Where you have provided consent to our use of your personal data you may withdraw your consent. Once you have withdrawn consent we will no longer process your personal data for the purposes for which you had originally consented.

You may unsubscribe at any time from our marketing emails using the unsubscribe option in the email or by logging into your MY IET account and changing your preferences.

Contact details

Please contact our data protection team at dataprotection@theiet.org if you have any questions about the processing of your personal data, or if you would like to exercise any of your personal data rights.

If you believe we have not processed your personal data in accordance with data protection law you have the right to raise a complaint with the IET Data Protection Officer (DPO) privacyoffice@theiet.org

If you consider that processing of personal data relating to you infringes data protection law, you have the right to lodge a complaint with a supervisory authority. The UK supervisory authority is the [Information Commissioners Office ICO](#)

If you are a resident of the EU/EEA you can contact the IETs GDPR Representative in the EU, European Data Protection Office (EDPO) You can contact EDPO regarding matters pertaining to the GDPR by using EDPO's online request form: <https://edpo.com/gdpr-data-request/> or by writing to EDPO at Avenue Huart Hamoir 71, 1030 Brussels, Belgium.

If you are resident in India you may contact the IET India Designated Grievance Officer at india@theiet.org.