

ASAB conference personal information



Your personal information

ASAB will hold personal information about you when register for the ASAB winter conference. We will use this information to communicate with you regarding the conference. Information regarding presenters and abstracts will be made publicly available. This notice explains more about how we use your personal information.

- What information we collect about you
- How we use your information
- Information we may share with other organisations
- Information processed abroad
- How long we keep your information
- Accessing your information and other rights
- How to object or withdraw consent
- How to contact us
- How to complain

What information we collect about you

We will collect information about you when you register for the conference. This will include your name, address, affiliation, and email address.

How we use your information

We collect information about you to ensure that we can communicate with you regarding the conference. We may use your information in an anonymised form for equality and diversity monitoring purposes.

Information we may share with other organisations

Where necessary your details will be shared with the conference venue. Information regarding presenters and abstracts will be made publicly available.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

Information processed abroad

Abstract and presenter information will be publicly available and therefore could be accessed from outside EU.

How long we keep your information

Your information will be kept for a maximum of 1 year after the conference. If you would like your information to be deleted immediately, please inform the conference organisers

Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

- Access** You have the right to request a copy of any personal information we hold about you.

If you would like a copy of any of your information please contact us on info@asabwinter2023.org. We aim to process your request within a month.

Portability If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.

To request a copy please contact info@asabwinter2023.org. We will aim to process your request within a month.

Correction If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.

Erasure This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for ASAB to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.

Restriction You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact info@asabwinter2023.org to explain your objection.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. To do so, please contact info@asabwinter2023.org

How to contact us

For any queries please contact the conference organisers on info@asabwinter2023.org.

How to complain

If you feel that we have let you down in relation to your information rights then please contact us on info@asabwinter2023.org.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.