

Transparency notice

External Events

How we use your personal data

This document sets out how we use personal data in line with the UK General Data Protection Regulation (UK GDPR). It includes a description of our processing activities, and your rights if information about you is included.

If you are asked to provide information relating to this service, it will only be used in the ways described in this Notice.

This Notice may be updated from time to time. All updates and amendments are effective immediately and we encourage you to review this Transparency Notice often to stay informed of changes. If you have any questions about this policy, please email info@deltaservices.co.uk.

Who we are

Delt Shared Services Ltd.

2 Derriford Business Park

Derriford

Plymouth

PL6 5QZ

Website: <https://deltaservices.com/>

You can contact us with queries on:

Telephone: +44(0)1752 308888

Email: info@deltaservices.co.uk

Purposes and Lawful basis

Delt Shared Services Ltd. will use personal data for its legitimate business interests of managing and growing its services, and support customer organisations in delivering business objectives.

It will be used to:

- Manage attendance.
- Tailor content to improve event usefulness.
- Where catering is provided, we will ask about food allergies or dietary requirements to meet attendee needs.
- Contact information may be used to provide a final agenda and after the event to request feedback.

Delt Shared Services Ltd. may also use personal to meet any applicable legal obligations (for example, health and safety legislation).

Delt Shared Services Ltd. will use the minimum necessary personal data to manage these services, which is likely to be limited to basic business-related identifiers such as name, contact information and role, but could include personal contact information (for example, where food is being provided we will ask about food allergies or dietary requirements).

Processors and International Transfers

We use third party data processors to store and process data, for example Microsoft. This includes sharing your personal information with any organisation apart from us. They will hold and retain it securely only for the period we instruct.

Any data which identifies you which is processed for these purposes will be processed by Delt Shared Services Ltd. in the UK, unless otherwise stated (see the relevant additional transparency notices for specific processing or services that apply to you).

Retention

Responses will be held for not longer than one month after the event. Any feedback received will be anonymised. Unstructured information such as that held in email may be retained indefinitely.

Your data protection rights

UK GDPR gives you rights over personal data **that relates to you**. As you can see from the above, information Delt holds for about you for its own purposes is likely to be minimal.

UK GDPR gives you rights over personal data that relates to you these include:

- The right to ask us for copies of your personal information.
- The right to ask us to rectify personal information if you can show it is incorrect and ask us to complete information you can show is incomplete.
- The right to ask us to erase your personal information where Delt Shared Services Ltd no longer has a legitimate purpose to process it.
- The right to stop us processing your personal information where Delt Shared Services Ltd. does not have a legal or contractual obligation to process your personal information.
- The right, in certain circumstances, to ask us to restrict the processing of your personal information.
- The right, in some circumstances, to object to the processing of your personal information. The right to prevent any wholly automated decisions involving personal data; Delt Shared Services Ltd. does not however use any wholly automated decision-making techniques about individuals.

Where Delt Shared Services Ltd. is processing information about you for our own purposes, to exercise any of these rights please contact us at DataProtectionOfficer@deltservices.co.uk. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

You may need to prove your identity before getting access to data that relates to you or exercising your other rights. This may be by providing a proof of ID (we will not keep a copy once it has been verified) or by providing contextual information that proves that you are who you say you are.

If your request relates to access to personal data that relates to you that Delt holds about you as part of managing the contracted service:

- We invite you to use [Delt's Subject Access Request Form](#). This will help you to provide the information we need to process your request as quickly as possible, including verification of identity.
- We may write back to ask for clarification or to request that you to narrow or modify your requirements if they are unclear. This will pause the one month timescale for the complete response.
- If your request is complex or we have received multiple requests from you we may extend the time for a further two months. We will tell you if this applies within the initial month and as soon as we identify it.

You can find out more about what data protection law means for you by visiting <https://ico.org.uk/your-data-matters/>.

How to complain

If you have any concerns or questions about our use of your personal information, please contact us at DataProtectionOfficer@deltservices.co.uk.

You can also complain to the ICO if you are unhappy with how we have used personal data that relates to you.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.u>