

Events Privacy Notice

1. Purpose

This Events Privacy Notice explains how The Security Institute collects, uses, stores and protects your personal information when you register for, attend or participate in our events, conferences, webinars, networking events, training courses and other activities.

This notice should be read alongside our main Privacy Policy, which explains how we process personal information more generally.

2. Who We Are

The Security Institute is the data controller for the personal information collected in relation to our events.

If you have any questions regarding this notice or how we use your personal information, please contact events@security-institute.org

3. What Information We Collect

Depending on the event, we may collect:

- Name
- Organisation
- Job title
- Email address
- Telephone number
- Membership number (where applicable)
- Billing information
- Emergency contact details (where appropriate)
- Dietary requirements
- Accessibility requirements
- CPD attendance records
- Session choices or workshop selections
- Feedback and survey responses

- Photographs or video footage taken during the event

We only collect information necessary to deliver and improve our events.

4. How We Collect Your Information

We may collect your information when you:

- Register for an event
 - Book through our event management platforms (i.e. Bookitbee, Zoho Backstage)
 - Contact us about an event
 - Attend one of our events
 - Complete feedback surveys
 - Speak at or exhibit during an event
 - Subscribe to receive event updates
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5. Why We Use Your Information

We use your information to:

- Process your booking
 - Manage attendance
 - Communicate important event information
 - Produce delegate badges
 - Record attendance for CPD purposes
 - Meet dietary or accessibility requirements
 - Process payments
 - Send joining instructions and post-event information
 - Improve future events through evaluation
 - Meet our legal and financial obligations
 - Promote future events where you have agreed to receive marketing communications
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6. Our Lawful Basis for Processing

Depending on the circumstances, we rely on one or more of the following lawful bases under UK GDPR:

- **Contract** – to administer your booking and deliver the event.
 - **Legitimate Interests** – to organise, improve and evaluate our events and maintain professional engagement with attendees.
 - **Legal Obligation** – where we are required to retain financial or regulatory records.
 - **Consent** – where required, for example for certain marketing communications or where identifiable photography is used outside our legitimate interests.
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7. Who We Share Your Information With

We may share relevant information with trusted suppliers who assist in delivering our events, including:

- Zoho Backstage (event management platform)
- Payment providers
- Venues
- Catering providers (dietary information only where necessary)
- Badge printing suppliers
- Audio-visual suppliers where required
- Professional service providers supporting the event

We only share information necessary for the specific purpose. We do **not** sell your personal information. Delegate contact details will **not** be shared with sponsors or exhibitors unless you have expressly opted in to receive communications from them.

8. Photography and Recording

Photographs and video recordings may be taken during our events for promotional, educational and reporting purposes. Where practical, attendees will be notified in advance.

If you prefer not to appear in photographs or recordings, please inform a member of the event team on arrival. We will make reasonable efforts to accommodate your request.

More information on retention of photography and recordings can be found in our photography and film policy.

9. Accessibility and Dietary Requirements

Where you provide dietary, accessibility or other special requirements, we use this information solely to ensure we can safely and appropriately support your attendance.

This information is shared only with those who need it to deliver the event, such as the venue or catering provider.

10. How Long We Keep Your Information

We retain event information only for as long as necessary.

Typical retention periods are:

Information	Retention Period
Registration details including dietary and accessibility requirements for guests	12 months after the event
Attendance records and CPD evidence for members	Kept for length of membership and 3 years once membership is cancelled.
Financial records	6 years in accordance with UK legal requirements
Event photographs	Please see our separate photography and film policy

Retention periods may be extended where required by law or to resolve disputes.

11. Your Rights

Under UK data protection law you have the right to:

- Access your personal information
- Request correction of inaccurate information
- Request deletion where appropriate
- Object to certain processing

- Restrict processing in certain circumstances
- Request transfer of your information where applicable
- Withdraw consent where processing relies upon consent

Further information can be found in our main Privacy Policy.

12. Contact Us

If you have any questions about this Events Privacy Notice or wish to exercise your rights, please contact: events@security-institute.org.

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