



BVEP GDPR PRIVACY POLICY

This privacy policy explains how BVEP (Business Visits and Events Partnership) uses any personal information we collect about you. We follow the guidelines provided by the Information Commissioner's Office (ICO) in order to comply with General Data Protection Regulation (GDPR).

Topics:

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- How will we use the information?
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How do we collect information about you?

We collect information about you if the organisation you work for becomes a member of the BVEP and you are named as BVEP representative for your organisation. We may also collect information when you voluntarily complete surveys and/or provide feedback and have expressed an interest in receiving information from the BVEP relating to news and information of relevance to the Business Visits and Events Industry.

Website usage information is collected using cookies.

How will we use the information?

If the organisation you work for has become a member of BVEP and you are named as BVEP representative or you have expressed an interest in keeping updated with BVEP matters, we will contact you about information we consider to be a legitimate interest to you and/or the BVEP such as events industry initiatives, health and safety information, industry networking opportunities, research, resources and training and development opportunities that will support your role in the events industry.

On occasion we may also send you information from our partners and sponsors that we think may be of interest to you.

You may opt out of receiving this information at any time by contacting us at info@businessvisitsandeventspartnership.com, this will, however, mean that you won't hear from us about any similar future initiatives, services or offers that your organisation is invited to contribute to as part of its BVEP membership fee.



Data Sharing

We have consulted the ICO (Information Commissioner's Office) guidance. For occasions where we deem data sharing to be a legitimate interest to the data subject such as sharing dietary requirements with venue catering teams and delegate lists for networking at our member events, we will conduct a legitimate interest (LI) balancing test and inform delegates of what data will be shared, who it will be shared with and where it may be published.

Other than where we have deemed it relevant to conduct an LI test, we will not share your information with third parties unless you have provided consent for us to do so, either as part of a contractual agreement, via a registration process for the events, products and services we provide or by other means.

What type of information do we hold?

The type of Partners information we hold is:

- o Name
- o Contact details – email, telephone number
- o Job title and function
- o Financial details for invoicing purposes
- o Dietary needs (if applicable)

Access to your information

You have a right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email info@businessvisitsandeventspartnership.com, or write to us at the following address:

BVEP - 9 Cuthbert Way, Collingwood Manor, Morpeth, Northumberland, NE61 2FQ

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

If, at any time, you would like us to stop holding information about you or using it for any particular purpose please just email us at info@businessvisitsandeventspartnership.com.

You have the right to complain to a data supervisory authority if you feel that BVEP has not handled your data in a satisfactory manner. www.ico.org.uk/concerns/handling/.

Data storage and security

BVEP may store the information collected from you on our company database and email system.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. If you wish to learn more about cookies please visit www.allaboutcookies.org. You can set your browser not to accept cookies and the website above will tell you how to remove cookies from your browser. However in a few cases some of our website



features may not function as a result. The primary cookies used by the BVEP are listed below (if you would like to see the full list please contact us at info@businessvisitsandeventspartnership.com):

- Google Analytics - gathering anonymous statistical data on visitors
- AddThis - tracking anonymous data on visitors and allowing them to share content to their social networks
- YouTube / Vimeo - used to display video content from these two networks
- Doubleclick - a Google ad network used to remarket ads if BVEP had Google ad banners enabled (comes with the analytic code)
- Session cookies - used by Joomla (your CMS) to track visitors and remember previous pages

Please see information on Google Analytics cookies here

<https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>.

Third party websites

Our website contains links to other websites. This privacy policy only applies to this website. We recommend that you check the policy of each site you visit and contact its owner or operator if you have any concerns or questions.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 5 December 2018.

Your views are important to us.

We want you to get the best of your experience with BVEP. Please contact us at info@businessvisitsandeventspartnership.com if you have any questions about our privacy policy or information we hold about you.

Last updated in January 2019.