



HELOA PRIVACY NOTICE FOR SPEAKERS

Purpose of this Privacy Notice

This privacy notice covers personal data and information for speakers at HELOA National events, group level events and group meetings. It outlines how HELOA collects, shares and uses personal data and informs you of your rights with regards to the information we hold.

Data Collection and Privacy Notice

HELOA processes personal data as a "Data Controller" on behalf of their members, partners and speakers as defined in the Data Protection Act 2018 ("the DPA") and the General Data Protection Regulation (Regulation (EU) 2016/679) ("the GDPR").

This notice relates to information about you, which will be collected by HELOA and processed as described below. This notice may be updated at any time.

Your personal data will be processed in compliance with current data protection legislation including the Data Protection Act 2018, and the General Data Protection Regulation (GDPR), which came into force on 25th May 2018.

Why we collect your data

We collect personal data in order to keep in touch with you about future events at national and group level and to provide information. We do not, for this purpose collect any special categories of data relating, for example, to disability or ethnic background.

If you are supporting a training event or group event we may ask for further information so as to support all individual and organisational conference requirements, including transport and access arrangements and dietary requirements.

We may contact you with information on upcoming events which you may be able to support, such as events, training or meetings. You can unsubscribe at any time from our emails, by replying unsubscribe in the subject line.

What we collect

HELOA will collect and process the following data:

- Name
- Name of organisation
- Name of session
- Description of session
- Job title
- Work address (only when required for financial purposes)
- Work email address
- Work telephone number
- Access arrangements (only when required)
- Dietary requirements (only when required)

How do we collect your data?

We will receive the data directly from you through the Expression of Interest form and Speaker Booking form or when booking your services for a national and/or local event, training session or meeting.

Your rights

Under the current UK data protection legislation, you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed. This legislation provides you with the right of access to your personal information. Additionally, you have the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances so as to ensure compliance with other legal and statutory obligations, for example where data is processed for research or statistical purposes. Further data about these rights can be found on the [Information Commissioner's Office website](#).

You have the right to know what information HELOA holds about you. To obtain this information from HELOA, you must submit a subject access request in writing. For further details on how to do this, see the [HELOA Subject Access Request Policy](#).

How we process your data

As part of the HELOA processes we are required to share your data with appropriate individuals within the organisation such as the HELOA Office staff, UK Vice Chair (Training), Conference Managers, Group Chairs, group committees and other relevant members of the UK Committee.

HELOA has taken the necessary action to ensure access to data is secure and only available to the appropriate HELOA committee members.

Retention

We will retain personal data in order to keep in touch with our speakers for as long as necessary or unless you withdraw consent or do not renew it when requested during our periodic reviews of speaker details. We will review our contacts databases every three years.

If you no longer wish to be on our speaker database, your data will be deleted as soon as possible after the request has been received. However, previous event, training or meeting support may be kept for up to 3 years following the event.

Changes to the Privacy Notice

We regularly review this policy and will update it if there are changes in how we manage or use your data.