



HELOA PRIVACY NOTICE FOR SPEAKERS

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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.

What we collect

We collect the following information:

- Name and contact details
- Pronoun preferences (optional for event bookings)
- Name of institution/ organisation

- Job title
- Work address
- Work email address
- Work telephone number
- Photographs or video recordings (for the website, marketing materials and/or socials)
- Health information (including medical conditions, allergies and medical requirements, (for the purposes of supporting event planning and speaker access needs only)
- Dietary information (including allergies and health conditions for the purposes of supporting HELOA events only)
- Information about care needs (including disabilities, dietary requirements and general care provisions only if required to support speaker event attendance)
- Information about support requirements (only if required for the purposes of supporting event planning and speaker access needs)
- Payment details (bank information for payment of speaker/ supplier expenses)

How do we collect your data?

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

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.

How we use your data

We collect personal data in order to keep in touch with you and to provide information about future events at national and group level. We do not, for this purpose collect any special categories of data relating, for example, to disability or ethnic background. Only if you are supporting a group or national event, we may ask for special category data to support all individual and organisational event requirements, including health information such as allergies, disabilities, health requirements and dietary requirements.

The information you provide may be used by HELOA to contact you with regards to, membership, events, training, meetings and sector updates. It is recognised that speakers may wish to opt out of receiving specific communications and/ or remove their details from the speaker database and **member speakers** can do so by completing the [HELOA Privacy Preferences Form](#). **External speakers** can opt out of communications or have their data removed from our internal speaker database, by contacting the HELOA office at office@heloac.ac.uk.

As part of the HELOA processes we are required to share your data with appropriate individuals within the organisation and some external processors. HELOA has taken the necessary action to ensure access to this data is secure and only available to the appropriate committee members and processors. A full list of the reasons for using your personal information is given in **Table 1** and shows the legal basis that we use for processing your information.

Who we share your information with

- HELOA Committee members - on a need to know basis in relation to speaker sessions, membership, groups, training, finance, governance and communications
- Edge Hill University - storage of contact details and documents for editing and printing purposes, accessible by HELOA office staff and relevant Edge Hill University staff
- Mailchimp - communications with members
- Jiscmail - communications with specific groups of members
- Google - storage of membership details, membership applications, delegate bookings, feedback and communications with members. Speaker's details, sessions provided and communications.

- External auditor - accounting
- Sage Accounting - accounting

A full list of the different organisations that HELOA may share your data with is given in **Table 2**.

Sharing information outside the UK

Where necessary, we may transfer personal information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place. For further information or to obtain a copy of the appropriate safeguard for any of the transfers below, please use the links in Table 3 or contact us using the contact information provided. See **Table 3** for full details.

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](#).

HELOA contact details

HELOA Office, Edge Hill University,
St Helens Road,
Ormskirk,
Lancashire,
L39 4QP

Email: office@heloac.ac.uk

Telephone: 01695 654 392

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details above. If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

Information Commissioner's Office (ICO)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: [ICO website - Make a complaint](#)

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.

Table 1 - How HELOA may use your information

Purpose	Legal Basis
Speaker Engagement <ul style="list-style-type: none"> ● Track and analyse group and national meeting and event attendance ● Use engagement data to identify trends and insights to help improve HELOA's offering 	Consent Legitimate interest
Finance <ul style="list-style-type: none"> ● Hold institutional/ organisational or individual contact and finance details for speaker invoicing or payment of expenses ● Facilitate payment of speaker fees/ expenses for group and national events 	Consent Contract Legal obligation
Partnerships & Exhibitors <ul style="list-style-type: none"> ● Support event planning ● Support speaker and exhibitor's attendance needs 	Consent Legitimate interest
National & Group Training <ul style="list-style-type: none"> ● Store speaker booking and expression of interest details ● Support event planning ● Support speaker attendance needs 	Consent Contract Legitimate interest
Members' learning and development <ul style="list-style-type: none"> ● Process Continued Professional Development (CPD UK) approval and certificates for accredited events (New Practitioners' Conference, Professional Development Conference and some group training sessions) 	Consent Contract Legitimate interest
Photographs & Recordings <ul style="list-style-type: none"> ● Keynote speaker photo and bio shared on training pages, event programmes and event emails ● Online training session & webinar recordings shared with members ● Photographs and recordings of sessions and events used for marketing materials, socials and the website 	Consent Legitimate interest
Website <ul style="list-style-type: none"> ● Sharing training session and speakers' details ● Event marketing 	Consent Legitimate interest

Purpose	Legal Basis
<ul style="list-style-type: none"> Session details, presentation materials and documentation storage 	
<p>Member communications - HELOA may use your personal data to contact you in regards to:</p> <ol style="list-style-type: none"> 1. Contact Details <ul style="list-style-type: none"> Event planning and session delivery Financial remunerations with HELOA 2. Information Sharing <ul style="list-style-type: none"> Training and event updates via email and social media HELOA newsletter (Bulletin) for registered on the mailing list HELOA news via social media channels 3. Governance <ul style="list-style-type: none"> HELOA policies, procedures and guidelines Details of relevant data breaches and the mitigations taken 4. Groups <ul style="list-style-type: none"> Opportunities to support events Group meeting and event details Group and partner updates Promotion of partner events and updates 5. National Training <ul style="list-style-type: none"> Opportunities to support events Training event details Session notes, documents and presentations Promotion of partner and sponsor sessions at events 7. Rewards, benefits and wellbeing <ul style="list-style-type: none"> Facilitate benefits - sharing training, networking and event opportunities Facilitate wellbeing - sharing of online and in person wellbeing events supported by/ provided by HELOA 	<p>Consent Legitimate interest</p> <p>Consent Legitimate interest</p> <p>Consent Legitimate interest Legal obligation</p> <p>Consent Legitimate interest</p> <p>Consent Legitimate interest</p> <p>Consent Legitimate interest</p>

Table 2 - List of organisations that HELOA may share your data with

Organisation/ Group	Purpose of the sharing the Information	Legal Basis
Apps Vietud	Send copy of form responses to form completer	Consent Legitimate interest
Barclays	Accounting	Legal obligation
Bick Accountants	Institutional and individual members' details & financial details	Legal obligation
CPD UK	Provides CPD accreditation for accredited training events	Consent Legitimate interest
Digital Inspiration	Send copy of form responses to form completer (does not retain HELOA data on their servers)	Consent Legitimate interest
Edge Hill University Document Store	Downloading of contact details and documents for editing and printing purposes.	Consent Contract
Facebook	Sharing updates with members including training content	Consent Legitimate interest
Google Drive	Storage of speaker details, event bookings, finance details for expenses	Consent Contract
Google Forms	Collect contact details and booking details	Consent Contract Legitimate interest
Google Gmail	Communications with speakers	Consent Contract Legitimate interest
Instagram	Sharing updates and event details and promotion, including training content	Consent Legitimate interest
Jiscmail	Communications with specific groups of members	Consent Contract Legitimate interest

Organisation/ Group	Purpose of the sharing the Information	Legal Basis
LinkedIn	Sharing updates and event details and promotion, including training content	Consent Legitimate interest
Mailchimp	Communications with members	Consent Legitimate interest
Sage Accounting	Accounting	Legal obligation
Wordpress (Website)	Event marketing, session details, presentation materials and documentation storage	Consent Legitimate interest
X	Sharing updates	Consent Legitimate interest
You Tube	Sharing updates, videos, marketing and event promotion	Consent Legitimate interest
Zoom	Online meetings and training events	Consent Legitimate interest

Table 3 - Sharing information outside the UK

Organisation	Category of recipient	Country personal data is sent to	How the transfer complies with UK data protection law
Apps Vietud	Send copy of form responses back to form completer	USA	Privacy Policy
Digital Inspiration	Send copy of form responses back to form completer (does not retain HELOA data on their servers)	USA	GDPR compliance
Google	Email communications, data collection & storage Youtube - video content	USA	The country or sector has a UK data bridge (also known as Adequacy Regulations and Standard Contractual Clauses)
Mailchimp	Communications with members	USA	Addendum to the EU Standard Contractual Clauses (SCCs)
Zoom	Video meeting platform	USA	Addendum to the EU Standard Contractual Clauses (SCCs)