

## Events Privacy Notice

### Introduction

Carlow College, St Patrick's (Carlow College) processes personal data when it hosts events. This Privacy Notice contains information that we are obliged to give you under the General Data Protection Regulation (GDPR). It is applicable to all persons whose data is processed.

This Privacy Notice contains general information about events. If you require more specific information about any event, please contact the event organiser.

Unless stated otherwise, Carlow College is the controller of personal data described in this Privacy Notice. **We**, **our** and **us** refer to Carlow College.

### What data is processed?

Carlow College organises events, which may be in-person or virtual. Depending on the nature of the event, various types of personal data may be processed.

Personal data	Purpose(s)
Registration and payment information. Carlow College uses Eventbrite for booking and promotion of some events. Its Privacy Notice is available <a href="#">here</a> .	To provide event information to attendees; accounting purposes
Dietary requirements	To cater for individual requirements
Disability information	To assist attendees
Photographs / filming	To create a record of events
Name badges, attendee list	To allow networking and efficient administration of events

In respect of the last item in the table above, Carlow College may sometimes make available a list of attendees or name badges, which include personal and organisation name. Arrangements depend on the nature of the event. We will communicate such intended uses to attendees when booking the event, and attendees may opt out if they wish.

### Virtual events

Carlow College may host virtual events on platforms such as Zoom and Microsoft Teams. Privacy arrangements vary depending on the nature of the event and the platform used.

If it is intended to record a Zoom event and/or make a recording available, attendees will be informed when booking the event. Events held via Microsoft Teams are not recorded. Some data may be viewable by all participants e.g. your image, screen name, chat messages, questions asked. Participants are welcome to avail of privacy settings that are available e.g. participants may turn on/off their camera as they wish. Zoom permits participants to ask questions anonymously. However, the chat function on Microsoft Teams is viewable by all participants and identifies them. Both Zoom and Microsoft Teams collect information about participants and their devices e.g. email address, IP address. The [Zoom Privacy Notice](#) and [Microsoft Privacy Notice](#) are available by clicking these links.

## ***Photographs and Filming***

Photography and filming may occur at some events. Carlow College posts notices at events on its premises where photography and filming are carried out on its behalf. Photographers may be our staff, commercial photographers working on our behalf or media photographers. Please inform photographers and camera operators if you do not wish to have your image captured and/or stay at a distance from cameras.

Carlow College may wish to use photographs on its website and social media accounts. Our staff photographers ask people to complete consent forms and/or ask people if they agree to having their photograph taken and used on the College website and social media accounts. The College also operates a Takedown Procedure in respect of its website and social media accounts.

Where children attend events, photographs are taken by our staff photographers with the consent of the child (if they are old enough to consent) and/or an accompanying adult.

Carlow College may not own the copyright of photographs taken by commercial photographers and is not the controller of photography/filming undertaken by media outlets.

## **Legal basis**

When you decide to register for an event, we process your data on the basis of your consent although other legal bases apply in some circumstances. For example, if you inform us of a disability or dietary requirements, such data is used with your explicit consent. If you are attending a paid event, we use your data to fulfil our contract with you. We may also use data: to comply with a legal obligation (e.g. health and safety law); for the establishment, exercise or defence of legal claims; or to protect your or another person's vital interests if you are not capable of giving consent (e.g. in an emergency situation).

## **Takedown procedure**

If your photograph or other personal data has been published on Carlow College's website or social media accounts and you would like to have it deleted, please contact the Marketing Office at either 059-9153200 or [marketing@carlowcollege.ie](mailto:marketing@carlowcollege.ie).

## **Mailing lists**

We may ask events attendees if they would like their details added to our mailing lists, which are managed under a discrete Privacy Notice.

## **Graduation ceremony**

Carlow College organises an annual graduation ceremony in order to present awards to learners. It is considered to be a public event. Learner names and awards are read out and published in the graduation ceremony booklet, a copy of which is available to attendees. Learner data is used for organising academic gowns, under contract with a provider, and to send admission tickets. The graduation ceremony may be live streamed on the world wide web. Both individual and group

photographs of attendees may be taken. Please see the Photographs and Filming section for further information about how we manage photographs and filming.

### **Third-party events held in Carlow College**

Carlow College's premises are sometimes used for third-party events. The College processes a small amount of personal data associated with such events. This normally relates to the event organiser, and Carlow College processes such data under contract as a controller.

### **Processors/recipients**

Carlow College staff have access to events data commensurate with their duties.

Carlow College sometimes uses external parties to process data on its behalf. Where this is the case, we will ensure that an appropriate contract is in place. Eventbrite, the booking and payment platform, is an example of a processor.

Where Carlow College jointly organises events with third parties (e.g. another higher education institution), we may receive personal data from or supply it to joint organisers for event administration. Data sharing is kept to the minimum required and a joint organiser is generally a controller.

Otherwise, Carlow College will only make data available to external parties where required or permitted by law or court order, for example, in an emergency situation.

### **Transfer outside the European Economic Area (EEA)**

Some of the third-party service providers that Carlow College uses may be located outside the EEA. Where this is the case, we will ensure that a safeguard is in place to protect your personal data to a comparable level to inside the EEA.

### **Consent**

If your consent is requested to process your personal data, you may grant or refuse it, and you may also later withdraw consent. This should be done by contacting the party to whom you gave consent. Withdrawing consent does not affect the lawfulness of data processing before withdrawal of consent.

### **Declining to provide data**

In some circumstances, you may decline to provide us with data. If data is required for a contractual reason, we may not be a position to enter into or continue a relationship with you.

## **Retention**

Data is kept for the minimum period possible and retention periods are outlined in our Records Retention Schedules.

## **Your data protection rights**

The GDPR gives individuals whose data is processed (data subjects) the following rights:

- To receive information about how we process your data
- To access the personal data we hold about you
- To request the rectification of incomplete or incorrect data
- To request the erasure of data
- To restrict data processing
- To object to data processing
- Data portability
- Rights in relation to automated decision making and profiling

## **Contact us**

If you wish to exercise your Data Protection rights or have a query about this Privacy Notice, please contact:

Bernie Deasy

Data Protection Officer,

Carlow College, St Patrick's,

College Street,

Carlow.

059-9153200; [dataprotection@carlowcollege.ie](mailto:dataprotection@carlowcollege.ie)

## **How to make a complaint**

If you are unhappy with how your personal data has been processed, we encourage you to contact us in the first instance. However, you have the right to complain to the Data Protection Commission:

Data Protection Commission,

Canal House,

Station Road,

Portarlinton,

Co. Laois.

076-104800 / 1890 25 22 31; [info@dataprotection.ie](mailto:info@dataprotection.ie)