

We are committed to protecting your personal data. This privacy notice explains how we collect, use, and protect your information when you register for and attend our event.

### **Who We Are**

Gloucestershire VCSE Alliance (referred to as “we”, “us”, or “our”) is the data controller for the purposes of data protection laws. If you have any questions about this notice, you can contact us at [info@glosvcsalliance.org.uk](mailto:info@glosvcsalliance.org.uk) or Suite 4, Bank House, Abbey Terrace, Winchcombe, Gloucestershire GL54 5LL

### **What Data We Collect**

When you register or attend one of our events, we may collect the following personal data:

- Name
- Contact details
- Job title and organisation
- Accessibility requirements
- Dietary requirements
- Photos or videos taken during the event
- Feedback or survey responses

### **Why We Collect Your Data**

We collect your data to:

- Manage your registration and attendance
- Communicate important event information
- Deliver a safe and inclusive event experience
- Gather feedback to improve future events
- Promote our work (e.g. through photos on our website, social media or reports)

### **Legal Basis for Processing**

We rely on one or more of the following legal bases:

- **Consent** (for using photos and sending information about future events)
- **Legitimate interests** (to manage the event and reporting)
- **Legal obligations** (for health and safety requirements)

### **Sharing Your Data**

We may share your data with:

- Event partners
- Venues or service providers supporting the event
- Eventbrite (event registration) and Smartsurvey (event feedback)

### **Data Retention**

Your personal data will be retained for up to three years from the date of the event booked.

### **Your Rights**

You have the right to:

- Access the personal data we hold about you
- Request correction or deletion of your data
- Withdraw consent at any time (where applicable)
- Object to or restrict processing in certain circumstances
- Lodge a complaint with the Information Commissioner's Office (ICO)

### **Photography and Filming**

We may take photos or video recordings during the event for promotional purposes. If you do not wish to be photographed or recorded, please speak to a member of the event team on the day.

For more information, please email [info@glosvcsalliance.org.uk](mailto:info@glosvcsalliance.org.uk)