

Member Event Privacy Notice

This privacy notice explains how Lincolnshire Co-operative Ltd (the society, we, our, us) processes your personal data when you register for or attend a member event in person or online and your rights in relation to the personal data we hold. It supplements our privacy notice, available at lincolnshire.coop/privacy-policy

What personal data will be processed?

If you register online, and consent to share your information with us, Lincolnshire Co-op will receive the following information:

- Your first and last name, email, phone number and membership number as well as any dietary and accessibility requirements you have chosen to provide during the event registration.

Please note that we will be taking photos and video recordings at this event. If you do not wish to be photographed or filmed, please contact us or notify us at the event venue. Where possible, we will provide photo- and film-free zones for those who do not want their picture taken can sit.

If you are below the age of 16, we recommend you sit in a no camera zone at this event. If you choose to be recorded, a parental consent form will need to be completed by your parent or guardian.

What is the purpose of processing?

Lincolnshire Co-op will process your personal for the following purposes:

- To reserve a place for you at the event you requested to attend
- To provide you with information about the event(s) for which you have registered, such as event updates, and possible changes, cancellation or similar information.
- For general administration and organisation of our events, for example to contact you with information about an event or conference that you're exhibiting at or attending as we need to use your details for planning and logistics, to invoice you, to provide you customer service in relation to the event, and general administration of your attendance at the event.
- To fulfil and monitor our legal responsibilities, for example, under public safety legislation.
- In accordance with your preferences, to communicate with you about other events, news, and services we provide (for example online webinars, Huddle events);
- To ask you for your feedback or review after an Event you have attended.
- To film and photograph the Event. You will be notified if we intend to photograph/film an Event, for example, in the invitation and on signs at the entrance to the Event.
- To improve our services, member relationships and experiences; and
- To plan better future events and attendee experience.

What is the legal basis of the processing?

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- If we have entered a contract with you, to perform the contract, have entered into with you or we are about to enter into.
- For our legitimate interests.
- Where we need to comply with a legal obligation.

Who will your personal data be shared with?

Within Lincolnshire Co-op, your personal data is shared only with those departments and staff who need access for the processing purposes set out above.

We may share some of the information with external organisations providing services for the Event you are attending. The information shared will only be used to provide the service required and will not be retained by these external organisations after the Event is concluded.

How long is your personal data kept?

Your information is securely stored. We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

Your Rights

Under GDPR, you have the right to request any personal data stored by Lincolnshire Co-op, withdraw consent at any time and exercise other rights under GDPR. For more information on your rights, please visit lincolnshire.coop/privacy-policy.

Third Party Apps and Websites

Lincolnshire Co-op works with third party event app providers, such as Eventbrite and video conferencing platforms such as Lumi, Microsoft Teams and Zoom, allowing you to view details of the event, download documents, ask questions, book sessions and other related activities for the Event.

Please note that third-party apps or services are not owned or managed by Lincolnshire Co-op. Please refer to the relevant service's terms and conditions and privacy policy before downloading the app and/or using the service or platform. Lincolnshire Co-op does not accept any responsibility or liability for third party policies or your use of a third-party app, platform or service.

Contact Us and Data Protection Officer

If you have any further enquiries or would like more information of how we process your personal data, please contact our Data Protection Officer at dataprotection@lincolnshire.coop