
Northwest Online Safety Conference – 17th October 2019 - Privacy Notice

This privacy policy has been produced by Knowsley Council's Information and Technologies Service regarding the collection and recording of delegate information.

What is the Information and Technologies Service?

The Information and Technologies Service provides services to schools under traded arrangements. Information and Technologies is part of Knowsley Council and the Council is the data controller for the information collected.

Why do you need my information?

We will use the information you provide to contact you about the arrangements for the conference and to keep you up to date with any changes. By registering as a delegate you are giving us permission to use your information for these purposes. We will not use the information you provide for any other purpose, including contacting you about future events that may be of interest to you, without your specific and informed consent. A consent form will be sent to you with the joining information and we will check that you have completed it when you register on the day.

Who will my information be shared with?

The information you supply to us to register for the event will only be used for the purposes specified above and will not be shared with any other party without your specific consent. A consent form will be issued to you in advance of the event and we will check that you have completed it when you register on the day.

How long will you keep this data for and why?

We will only keep the information for as long as is necessary. This means that once the event has taken place, we will use your details to contact you with any post event information (presentations etc.) and to complete an evaluation - it will then be deleted unless we have your permission to keep it. It may be that you would like to be kept informed of future events and we can only do this if we have contact information but we will ask for your permission to keep your details for this purpose. You can of course withdraw your consent at any time by contacting: Jodie.sharrock@knowsley.gov.uk

How will my information be stored?

Information will be stored within the Council's secure electronic systems which are GDPR compliant.

Who do I contact if I have a question or want a copy of my data?

Maria Bannister, Information and Technologies Manager: Schools, Knowsley Council, Westmorland Road, Huyton, L36 9GL. Email: maria.bannister@knowsley.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Team by writing to:

Dan Howarth, Data Protection Officer, Knowsley Council, Municipal Buildings, Archway Road, Huyton, L36 9YU
or email: inforights@knowsley.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details:

The Information Commissioner's Office, Wycliffe House, Wilmslow, Cheshire, SK9 5AF.

Telephone: 08456 30 60 60 or 01625 54 57 45

The Information Commissioner's Office website: <https://ico.org.uk>

Under the General Data Protection Regulation, you have the following rights with regards to your personal data:

- The right to subject access – you have the right to see a copy of the personal data that the Council holds about you and find out what it is used for.
- The right to rectification – you have the right to ask the Council to correct or remove any inaccurate data that we hold about you.
- The right to erasure (right to be forgotten) you have the right to ask the Council to remove data that we hold about you.
- The right to restriction – you have the right to ask for your information to be restricted (locked down) on Council systems.
- The right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request.
- The right to object – you have the right to ask the service to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.
- The right to prevent automated decision making – you have the right to ask the service to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

To find out more about your rights under the GDPR, please visit the Information Commissioner's website at <https://ico.org.uk/>

This privacy notice was updated on 11th September 2019 and will be kept under review. It is available on our website www.knowsleyclcs.org.uk