

FONASBA GDPR COMPLIANCE



LONDON, April 2018

EVENTS AND CONFERENCES DATA COLLECTION AND PROCESSING POLICY

BACKGROUND

FONASBA organises events for its members and invited guests, members of the public are not permitted to attend. Currently those events are the Annual Meeting and the ECASBA seminar.

The Annual Meeting is held in a FONASBA member state and may therefore take place outside the European Union. The location for the event is determined two years in advance. As the host association is responsible for organising the local elements of the event, including the booking of hotel accommodation, organising tours and similar, some data on delegates and partners participating in this event may require to be exported beyond the European Union. The data is collected by FONASBA or by the host association. In some cases, delegates may be required to book hotel accommodation via the hotel's own online booking system.

The ECASBA seminar is held in an ECASBA member state and is organised with a similar level of host association participation as for the Annual Meeting. As all ECASBA members are domiciled in the European Union, any data obtained on delegates and partners to these events remains within the European Union. The data is collected by FONASBA or by the host association. In some cases, delegates may be required to book hotel accommodation via the hotel's own online booking system.

Photographs or video footage may be taken during both the Annual Meeting and the ECASBA seminar and these may be published on the FONASBA website, (either directly or via the Flickr account) or on FONASBA's social media pages on Facebook and LinkedIn. Where FONASBA representatives participate in external events, such as conferences, panels, industry events and webinars, they are invited to obtain photographs or video footage from the organisers of those events for publication as above.

DATA COLLECTION

Henceforth any reference to FONASBA shall be deemed to also include ECASBA.

Some or all of the following personal data is collected in relation to delegates and partners attending a FONASBA event:

- Name and contact details
- Date of birth and passport number, credit card information*
- Information on any food allergies or mobility issues

*This data is collected solely for the purposes of booking or reserving hotel accommodation or supporting visa applications and is limited to that information specifically requested by the hotel or visa issuing authority.

Some data may be collected by FONASBA and forwarded to the host association, alternatively it may be sent directly to the host association. The data will be collected on either a registration form or through an online registration process.

DATA PROCESSING

The information collected as above is directly related to the organisation of the event concerned and as a result the scope of the information required may vary from event to event.

Only the information specifically required by the host association for the purposes of booking hotel accommodation, registering the individual or any other legitimate purpose connected with the event, will be provided to the host association.

FONASBA member associations are required to comply with this policy, unless their own data collection and processing policies are equivalent to, or in excess of, those stated above.

DATA RETENTION

Apart from the names of participants and the association to which they belong (see below), the data collected will be retained until six months after the close of the event, following which it will be securely destroyed. Data collected in relation to one specific event will only be used for that event, it will not be transferred to another event. Where the same information is required for two separate events, it will be requested separately for each. The names of participants and the association to which they belong will be recorded in the official Attendance List and kept for historical purposes.

USE OF PHOTOGRAPHS OR VIDEO FOOTAGE

Photographs or video footage taken during a FONASBA event, or where a FONASBA representative participates in an external event, may be used for FONASBA's own publicity purposes and posted on the FONASBA website, its Flickr account or its social media accounts on Facebook and LinkedIn. Those individuals attending FONASBA's own events are deemed to be aware of policy in relation to the taking of photographs and video footage by reason of the statement on the registration form, which includes information on how to refuse agreement to use the material collected. See the Data Collection Statement below. The collection and provision to FONASBA of material where a representative is participating in an external event is voluntary and undertaken by the representative concerned.

Speakers, interviewees and individuals posing for photographs or video footage are similarly deemed to be aware that this is taking place and that they may be identified by name should the photographs or footage be used. Photographs or video footage of a general nature, for example of the audience or participants in general, will not separately identify those participants.

In publishing photographs or video footage of a general nature, FONASBA will make every effort to ensure that they are limited to legitimate business interests only and will not knowingly embarrass, cause concern or harm to the subjects involved.

Any individual wishing to have photographs or video images of themselves removed from the FONASBA website or its social media can apply to FONASBA, in which case action to do so will be taken as soon as practicable. See the Data Collection Statement below.

Occasionally FONASBA is asked to provide images of individuals for use by external organisations. In such cases the permission of the individual concerned will be specifically sought prior to the image being released.

DATA COLLECTION STATEMENT

Any form used for collecting personal information for use in organising events or any publicity material relating thereto, shall carry the following statement:

“FONASBA EVENTS AND CONFERENCES DATA COLLECTION AND PROCESSING POLICY”

Personal information collected in respect of participation in, or registration for, this event will be limited to that strictly necessary. The data will be held securely by FONASBA and where necessary shared with the host association. The location of the event may require that personal information be passed outside the European Union. All data held shall be securely destroyed by FONASBA or the host association not more than six months after the end of the event.

Photographs or video footage taken during the event may be used for FONASBA's own publicity purposes only and posted to the website or on social media. An individual may request the FONASBA Secretariat not to publish, or to remove, photographs or video footage. Action to do so will be taken as soon as practicable after the request is received”.

DATA BREACH

Any personal data breach will be investigated and actioned in accordance with FONASBA's Personal Data Breach policy.

JCW/London, April 2018.