**Please note a change has been made to this policy as of 2nd March 2020. This change provides additional information on streaming of the conference. The additional paragraph is highlighted.**

**Privacy Policy**

This policy explains how we (Lancaster University) use any personal information we collect about you when you register using Qualtrics.

By booking for this event, you consent to the collection, retention and use of your personal information in accordance with the terms of this policy.

**Collection of information**

We collect information about you when you register with Qualtrics to attend a Lancaster University event.

**How we will use your information**

The information you provide will be used to process your booking and for organising the event. We will also use it to contact you regarding your booking. We will also use the information to evaluate the event and may also contact you to undertake post-event evaluation or for promoting the next postgraduate research conference.

Name and affiliation of presenters', including presentation/poster title will be made available to delegates and will also be made available to the public on the conference website.

Please note that Qualtrics is a third-party service that is not owned or managed by Lancaster University.

This privacy policy only refers to the way Lancaster University will use your information. You should also review Qualtrics’ terms and conditions and privacy policy as we do not accept any responsibility or liability for their policies.

Qualtrics terms and conditions - [qualtrics.com/terms-of-service](https://qualtrics.com/terms-of-service)

Qualtrics privacy policy - [qualtrics.com/privacy-statement](https://qualtrics.com/privacy-statement)

**Alternative booking process**

If you wish to attend this event but do not wish to use Qualtrics to book a place, please contact the event organiser via pgrc@lancaster.ac.uk.

**Filming and photography at the event**

A photographer and film crew will be present taking photos and video throughout the conference.  The photos and video will be made publicly available for the purpose of promoting the event and future events.

All presentations will be filmed and streamed live on-line and could be view-able by the public if they obtain the link to the live stream (note we only share this link with conference delegates).

The streaming service, which we will be using, is operated by [Amazon Webs Services](https://aws.amazon.com/media-services/?nc2=h_ql_prod_ms) (AWS), who are based within the European Union (EU). This service is GDPR compliant. Full details of how AWS use your personal data can be found in the [AWS website here.](https://aws.amazon.com/compliance/gdpr-center/)

Video from presentations and the conference may be made available to the public on-line after the event.

**Access to your information and correction**

You have the right to request a copy of the information that we hold about you or you may also request us to delete your personal information in relation to this conference at any point.

If you request the deletion of information that has been made publicly available, as agreed in this privacy policy, we will delete it from our systems but we cannot guarantee that all copies will be deleted that are held externally. If you would like a copy of this information or to request deletion, please contact us at pgrc@lancaster.ac.uk.

We want to make sure that your information is accurate and up to date. You may also ask us to correct or remove any inaccurate information.

We will not make any personal information that you provide when you register available to any third parties, other than Qualtrics.

**Retention of your personal information by us**

We will keep any personal information that you provide in relation to this conference for 1 year from the date of the conference to which you are a delegate.  Any information that has been made publicly available as outlined in this privacy statement will be kept indefinitely.

**How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you by emailing pgrc@lancaster.ac.uk.

You can also contact Lancaster University’s Data Protection Officer at:
Mike Abbotts, Information Governance Manager, Department of Strategic Planning and Governance, University House, Lancaster University, LA1 4YW, michael.abbotts@lancaster.ac.uk.

Should you have any complaint about the way that Lancaster University processes your personal information you can make a complaint to the Information Commissioner by visiting - [ico.org.uk/concerns](https://ico.org.uk/concerns/) - or by writing to the Commissioner at - The Information Commissioner, Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF