



## Privacy Notice

This privacy notice covers our Link Live event. We describe here the data we collect from you when you participate in Link Live, our reasons for collecting it, what we do with it and what your rights are.

## Who are we?

We are Speech Link Multimedia Ltd., Canterbury Innovation Centre, University Road, Canterbury, Kent CT2 7FG, company registration number 05304452. Our registered office is also the location of our UK premises and we can be contacted for general enquiries on 0333 577 0784.

We are the data controller for the processing described in this privacy notice, and we are registered as a data controller with the Information Commissioner's Office (ICO) registration number [Z9552034](#).

We have appointed a Data Protection Officer (DPO) who can be contacted via the above address or by email at [dataprotection@speechlink.co.uk](mailto:dataprotection@speechlink.co.uk).

## Purpose of processing

We process your personal data for the following purposes, which also shows our lawful basis under UK data protection legislation (UK GDPR) for doing so.

Purpose	Lawful Basis under UK GDPR
Registering delegates for the Link Live event	Our legitimate interests in managing the registration and attendance process
Adding delegates to our subscription list for The Link newsletter	Our legitimate interests in managing the subscription list
Ticket Payment via credit/debit card	Our legitimate interests in processing the contract with your school
Ticket Payment via invoice	Our legitimate interests in processing the contract with your school

## Data we collect

The table below gives information on the categories of personal data we process for each of the purposes shown above. We ensure that only the minimum data are collected to meet

the needs of our purposes, and we won't be able to proceed with your registration for the event if you decline to provide these data.

Purpose	Categories of Data Processed
Registering delegates for the Link Live event	Delegate name and contact details, school name and contact details, delegate role within the school
Adding delegates to our subscription list for The Link newsletter	Delegate name and contact details
Ticket Payment via credit/debit card	Payment card details (which are processed for us by our payments service provider, Stripe. We have no access to those details)
Ticket Payment via invoice	School name and contact details, finance contact details, delegate names

## Special category data

There are additional rules we must follow if we collect certain types of more sensitive data, known as Special Category Data. These include details of your ethnicity, beliefs, health and sexuality.

We are processing no special category data

## How long do we keep your data for?

We will process your personal data until you object to our use of it or for the following default periods if we do not hear from you:

Purpose	Retention Period
Registering delegates for the Link Live event	6 weeks
Adding delegates to our subscription list for The Link newsletter	Until you unsubscribe
Ticket Payment via credit/debit card	No data retained by us
Ticket Payment via invoice	7 years following date of invoice

## Do we ever share personal data?

We will share your data if we receive a legitimate request from a law enforcement agency.

We are delivering The Link Live event with our partner, Hopin Ltd., who specialise in managing online event spaces. Hopin act as a data controller when you create an account with them to access events they host and you should read Hopin's published privacy notices

and legal terms where their processing activities are described: <https://hopin.com/legal-policy-center>.

We also utilise external suppliers to provide a number of business support services. We always ensure that we have appropriate contracts in place to protect your rights when personal data are processed under our instruction by any third parties.

## How do we keep your data secure?

We take sensible steps to keep your data secure and ensure we can uphold your rights and meet our obligations under UK GDPR:

- All data sent between your browser and our website is encrypted in transit,
- Access to personal data is role based: only those members of staff with a legitimate need will have access,
- Systems are password protected and multi-factor authentication is enabled where available,
- We maintain appropriate records of processing activities which record any data processors we use and we ensure that appropriate contracts are in place to protect your rights, that the processors take appropriate security measures to safeguard your data, and that any international transfers are done correctly under UK GDPR,
- Our employees are all subject to an obligation of confidentiality, and receive training on data protection matters, and are also DBS checked,
- We utilise appropriate technical and organisational measures to optimise the security of your personal data,

## Your Rights

You have a number of rights relating to the processing of your data, if you would like to use them or have any questions then please contact us.

We won't charge you for doing any of the following, however we may make a charge in the case of frequent repeat or unfounded requests:

- Awareness: You have the right to be fully informed about why and how we process your information. This privacy notice is intended to meet that requirement, but please do contact us if you have any questions,
- Access: You have the right to a copy of the data we hold about you,
- Rectification: If you think some of the data we hold is wrong then you have the right to ask us to correct it,
- Erasure: You have the right to ask us to delete the data we hold about you. Where we are holding the data to fulfil a contract with you or your organisation then we will

need to retain the data in accordance with the data retention requirements shown above,

- **Restriction:** You have the right to ask us to restrict the processing of personal data whilst we check its accuracy, if you think the processing is unlawful, if you believe we no longer need to process the data but you need us to store it due to pending legal claims, or when you object to our processing based upon our legitimate interests and we are assessing the validity of that,
- **Object:** Where we are processing your personal data based upon our legitimate interests you have the right to object to that. If your objection is valid then we will stop processing your personal data for that purpose,
- **Data portability:** You can request a copy of your data in a digital format which you can then supply to another provider when we are processing your personal data under the lawful basis of performing a contract with you or because we have your consent,
- **Automated decisions and profiling:** You have the right, in certain circumstances, not to be subject to decisions based on automated processing (including profiling) if it has a significant or legal impact on you. This doesn't apply if the processing is necessary to fulfil a contract with you, or if you have given us your consent to do so. We do not currently use any technology to make automated decisions about you.

## What happens when I follow links to other sites?

If you follow a link from our site to another site then you should read the privacy notice on the other site prior to providing your data to them.

## Where do we process data?

We process data in the UK and at our UK premises. If we utilise any processors which require international transfers we always ensure that such transfers are done in accordance with UK GDPR.

## Making a complaint

Please contact us at the above address. You can also contact the Information Commissioner's Office (ICO) on their helpline 0303 123 1113 or online at [www.ico.org.uk](http://www.ico.org.uk). If you should contact the ICO they will normally ask you to contact us first.