

1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR, for the delivery of RenewableNI Smart Energy conference 2022.

2. Responsibilities

2.1 The Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to RenewableUK collecting/processing their personal data.

2.2 All Employees/Staff of RenewableUK who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Privacy notice

3.1 Who are we?

RenewableUK is a trade body supporting members working in renewable electricity. Based in the UK, we deliver services which help members to grow their businesses at home and internationally. To support this work, we provide a range of communication and event services which deliver value to members. Some of these services are also available to non-members.

RenewableUK's data protection representatives may be contacted directly here:

- dpo@RenewableUK.com
- 0207 901 3000

The personal data we would like to collect from you is:

Personal data type	Source
Name	Event registration
Job Title	As above
Job Type/Level	As above
Sector Type	As above
Employer	As above
Phone	As above
Email	As above
Relevant PA or contact details of any colleague making this booking on another's behalf	As above

The personal data we collect will be used for the following purposes:

- Communication about this event to ensure you have accurate information in the lead up to and during the event.
- Follow up communication post-event to secure feedback
- Communication on future events and initiatives relating to renewable electricity.

Our legal basis for processing for the personal data:

- As a trade body for the renewable electricity sector, we receive contact data from our members and wider industry supply chain.
- We manage bookings made to attend our events, and will communicate on these and related events

- This data is used to further industry development, including supporting supply chain development and information sharing.

3.2 Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for RenewableUK to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data, we will always tell you why and how the information will be used.

You may withdraw consent at any time either by:

- unsubscribing by clicking on an unsubscribe link in relevant electronic communication
- if a member, by logging into your details at www.RenewableUK.com and updating your communication preferences
- by emailing dpo@RenewableUK.com with a notification that you withdraw your consent for us to process personal data.

3.3 Disclosure

RenewableUK will not pass on your personal data to third parties without first obtaining your consent. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities of this event:

Organisation	Safeguards in place to protect your personal data	Retrieve a copy of the safeguards in place here:
Delegates & Speakers		
RenewableUK & RenewableNI	Organisation will use delegate data to contact regarding registration for this event and future related events only.	See RenewableUK Privacy Policy
Your Membership	RenewableUK internal registration system will be used for event registration and communication only, and to compile the delegate list.	As above
The Clayton Hotel Belfast	Event venue will use delegate data for catering numbers and to monitor capacity for security onsite.	As above
Swapcard (Event App)	Event organiser will use app to display programme, speaker, and exhibition modules on event website. Also, for all networking purposes pre-event and post event, and to host event session presentations and videos post event.	As above

3.4 Retention period

RenewableUK will process personal data for two years and will store the personal data for three years.

3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that RenewableUK refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.3 above) in the processing of your personal data. To seek information about how your data is processed please use RenewableUK's [Subject Access Request \(SAR\) Form](#).

3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by RenewableUK (or third parties as described in 3.3 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and RenewableUK's Data Protection Representative.

The details for each of these contacts are:

	Supervisory authority contact details	Data Protection Officer Representative
Contact Name:	Information Commissioner's Office	Garth Halliday
Address line 1:	Wycliffe House	RenewableUK
Address line 2:	Water Lane	Chapter House, 22 Chapter Street
Address line 3:	Wilmslow	London
Address line 4:	SK9 5AF	SW1P 4NP
Email:		dpo@RenewableUK.com
Telephone:	0303 123 1113	0207 901 3000
Website:	https://ico.org.uk/concerns	https://events.renewableuk.com

3.7 Privacy statements

An online version of RenewableUK's privacy statement is [available here](#).

4. Document owner and approval

The Data Protection Representative is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

RenewableNI Smart Energy Conference 2022 Privacy Policy



A current version of this document is available to members of staff and is stored within our file system. It was published on the 25/07/18 and updated 01/03/22.

Signature: Garth Halliday, Commercial Director - Events

Date: 01/07/22

Change history record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Deputy Chief Executive	25/07/18
2	Update to organisations and data representative	Commercial Director - Events	01/03/22