

Privacy statement for data collected for on-line paper Submission & membership

This privacy statement explains how Centre for Business & Economic Research (CBER) uses any information received from you while registering for the academic conferences, academic Journals and membership.

1. Context

This specific on-line service consists of on-line (electronic) registration form made available on the Centre`s website (www.cberuk.com), offering you the possibility to submit manuscript(s) to our academic conferences & Journals and also to register for membership of the Centre. While registering, your personal data will be collected and further processed for the purposes detailed below.

As the Centre for Business & Economic Research (CBER) collects and further processes personal data, it is subject to *Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies.*

The CBER may be contacted by sending an e-mail to info@cberuk.com.

1.1 Purpose of Policy

The intention of this policy is to:

- Ensure that the information systems that the CBER manages are protected from security threats and to mitigate risks that cannot be directly countered
- Ensure that all members of the Institute are aware of and able to comply with relevant UK and EU legislation
- Ensure that all users are aware of and understand their personal responsibilities to protect the confidentiality and integrity of the data that they access
- Ensure that all users are aware of and can comply with this policy and other supporting policies
- Ensure timely review of policy and procedure in response to feedback, legislation and other factors to improve ongoing security.

1.2 Scope

This Information Systems Security Policy applies to all members of the Institute including, members of the outsourced third party who interact with Institute`s information, and all the systems used to store or process it.

2. Information Classification

The following provides a summary of the Information Classification levels which are part of the Information Security Principles.

2.1 Category - Restricted

Description

Highly confidential information whose inappropriate disclosure would be likely to cause serious damage or distress to individuals and/or constitute unfair/unlawful processing of "sensitive personal data" under the Data Protection Act; and/or seriously damage the

Academy's interests and reputation; and/or significantly threaten the security/safety of the Academy.

Examples

- Personal data such as name and affiliation details
- Address
- Email address
- Telephone number (in some cases)
- Research output data

2.2 Category - Internal Use

Description

Information not considered being public which should be shared only internally but would not cause substantive damage to the Centre and/or individuals if disclosed.

Examples

- Non-confidential internal correspondence e.g. routine administration such as meeting room and event arrangements
- Internal policies and procedures

2.3 Compliance and Incident notification

- It is vital that all users of information systems at the Centre comply with the information security policy. Any breach of information security is a serious matter and could lead to the possible loss of confidentiality, integrity or availability of personal or other confidential data.
- Any actual or suspected breach of this policy must be notified to the Head of the Centre at the earliest possible opportunity in line with the incident investigation procedure. All security incidents will be investigated, and consequent actions may follow in line with this policy;

3. What personal information do we collect, for what purpose and through which technical means?

Types of personal data

The personal data collected and further processed by the Academy in relation to the on-line services are

- Title, First Name, Last Name,
- Name of the Organisation
- Address
- E-mail address
- Manuscript (s)
- Telephone number/mobile number

3.1 Purpose and technical means

The purpose of processing personal data for the on-line service is the organisation and management of the event itself, including: taking all necessary organisational steps to allow you access on the premises of the event's venue; management of reports; distribution and feedback on reports; event follow-up activities; sharing information about the event on CBER website. For its events, the Institute draws up lists of participants and provides these to participants within the framework of the event. They serve to promote professional networking and are part of the event documentation. Usually a participant list contains: first name and surname.

The same list of participants will also be kept by the Centre for the purpose of sending you future news, newsletters or invitations to future events organised in the context of the its activities.

4. Who has access to your information and to whom is it disclosed?

- Internally authorised staff of the Centre
- To promote professional networking, a list of participants may be shared between attendees.

If at registration you have provided consent to be photographed during our events, these photos may be made public on the Centre's website and other social media platforms.

5. How do we protect and safeguard your information?

Online registration for events is managed by the Centre's contractor (this is outsourcing outside UK). The personal data and all information collected during registration for our event is communicated to the Centre and stored on the **External server Managed by third party**.

Access to all collected personal data is only permitted to those referred to above. If support of contractors is necessary, please note that the CBER applies organisational and legal measures through which we ensure that data protection regulations are also adhered to by our external service providers.

6. How long do we keep your data?

Your personal data is kept for as long as follow-up actions to the above-mentioned event are necessary as regards the purpose of processing personal data for the on-line service as well as for the event and its management, or if we have your consent.

Parts of your personal data (name and surname, email address) will be a part of the list of participants kept by the Institute for the purpose of sending you news, newsletters or invitations to future events organised in the context of the its activities.

7. Photo and video material from the event

Events will be photographed and filmed. Full speeches or parts of them may be reused for internal documentation or in any public communication activity. Your participation in this meeting involves the acceptance of being photographed / filmed and no restriction fee can be requested for any use or reuse of the images.

If you prefer your images are neither recorded nor published on any support, please contact us on info@cberuk.com

8. What are your rights and how can you exercise them? Access

In case you wish to access your personal information, you can contact the CBER

You may make a request to access the CBER Register of data processing operations in order to obtain more detailed information on how we treat and protect your personal data, in accordance with Article 17 of Regulation (EU) 2018/1725.

8.1 Rectification

You can, if need be, rectify any inaccurate personal data throughout the entire selection process by sending a written request to the above-mentioned email address.

8.2 Erasure

You may make a request for erasure of your personal data under the conditions laid down by Article 19 of Regulation (EU) 2018/1725. In this case, you should send us a written request to the same email address mentioned under section "*Access*".

We will respond to your request without undue delay and at the latest within one month.

You could further request cancellation of your application and deletion of all linked personal data by making use of the contact information mentioned above.

8.3 Right to withdraw consent

You have the right to withdraw your consent at any time by sending your request by email to info@cberuk.com

9. Contact information

If you have any questions relating to this on-line service, please contact the CBER team.