



Centre for European Law and Internationalisation (CELI) Annual Lecture Series

Information you need to know

The Centre for European Law and Internationalisation (CELI), based at the Leicester Law School, is part of the University of Leicester. Further information on the institution can be found here: <https://www2.le.ac.uk/departments/law/research/celi>. The University of Leicester is the Data Controller for your information.

The Data Protection Officer is: Elisabeth Taoudi, Data Protection Officer and Commercial Lawyer, University Of Leicester, University Road, Leicester, LE1 7RH. Tel: 0116 229 7640. Email: et177@leicester.ac.uk

This privacy notice explains how we use your personal information and your rights regarding that information.

What information are we collecting?

For attendees to our online seminars;

We will collect the following personal data:

- Title (e.g. Professor or Dr)
- Name and surname
- Contact details (email addresses and institutional affiliations)

For Invited Seminar speakers;

We are collecting the following personal data:

- Title (e.g. Professor or Dr)
- Name and surname
- Contact details (email addresses and institutional affiliations)
- Signature which will be on the signed consent form
- Recordings and branding of online seminars (only the speaker will be visible, other participants do not appear in the recordings) and these will be uploaded on the CELI website.

Why are we collecting your data?

We are processing your personal data for the purposes of inviting you to support CELI advertised events, such as seminars and conferences, as a speaker and attendee.

How we will use this data?

For both attendees and invited speakers, we will use the data collected:

- To inform you about our regular events programme and individual events (e.g. seminars, conferences)
- To invite you to specific cooperation on future CELI activities (e.g. lectures, seminars, conferences) on an individual basis

What is the legal basis for processing the data?

The legal basis for processing your personal data is consent.



If we are sharing your data with others who are we sharing it with?

We are not sharing your data with anyone outside the University of Leicester.

How long we will process your data for?

We will process personal data of both the invited speakers and attendees to any of our CELI events for 3 years (from the date of when the personal data was collected for that year).

If consent has not been withdrawn through contacting our CELI organisers within the 3 years, we will contact you to check if there is anything that has changed so we can update where appropriate contact details in our database, so we can invite you to our future CELI events.

Personal data collected on consent forms from seminar speakers will be stored for record keeping purposes only. This data shall be processed and shared within CELI department (University of Leicester) only and no data shall be shared outside of the University.

What are your rights and how to enforce them?

You have the following rights:

- To be informed about which data is collected and how it will be used.
- To withdraw your consent to the processing of your personal data.
- To have your personal data erased as an attendee or invited speaker.
- To have any incomplete or inaccurate personal data we hold about you rectified.
- To data portability; or to transfer your data from one controller to another.

How to complain to the Information Commissioner's Office?

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

- **Post:** Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF
- **Tel:** 0303 123 1113
- **Email** contact can be made by accessing www.ico.org.uk