

EPC Services Ltd. – Elim Leaders’ Summit

Privacy Notice

Our details

Address: Elim International Centre
De Walden Road
Malvern
WR14 4DF
Phone: 01684 588 949
E-mail: els@elim.org.uk

Data Protection Officer

Address: Elim International Centre
De Walden Road
Malvern
WR14 4DF
Phone: 01684 588 983
E-mail: dpo@elim.org.uk

Purpose of this privacy notice

The purpose of this privacy notice is to explain what personal information we collect about you and how we process it. This privacy notice also explains your rights, so please read it carefully. If you have any questions, you can contact us using the information provided above.

Who this privacy notice applies to

This privacy notice applies to you if:

You are a representative of an organisation applying to exhibit at the Elim Leaders’ Summit event.

Personal information we collect

We currently collect and process the following personal information:

- Your name
- Your position within the organisation you work for
- The name of the organisation you work for
- The address of the organisation you work for
- Your work phone number
- Your work email address
- The charity number of the organisation you work for
- The website address of the organisation you work for

How we get the personal information

Most of the personal information we process is provided to us directly by you when you apply to exhibit at the Elim Leaders’ Summit.

We also receive personal information indirectly, as follows:

- A photographer will be wandering around the venue for the duration of the event taking photos of exhibition stands and people at the event and the photos may include you. The photographer will share the photos with us.
- A videographer may record footage within the exhibition hall, including footage of people at the event, which may include footage of you.
- The videographer may also record ‘vox pops’ (short interviews) with exhibitors and this may include you.

What we do with your personal information

We use the personal information that you have given us to allocate an exhibition stand to you, as per your booking requirements and prove your identity on entry.

We will use the photos, videos and vox pops to report on this event and promote future such events by including them in marketing material that we will publish on social media such as LinkedIn, Facebook, Instagram, X (previously known as Twitter), our website and in our Direction Magazine, published by New Life Publishing.

The photographer will also use the images taken at the Summit to market their own services. However, they are not permitted to use the photos for any other purpose.

Please let us know if you have any objection to your personal information being processed in the manner described above. Our contact details can be found above.

Sharing your personal information

We may share the personal information with venue for the Summit, namely, Harrogate Convention Centre, so that they know who to expect in the building, for the purpose of their fire and safety protocols.

Our lawful basis

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing your personal information is legitimate interests.

It is in our legitimate interests to process your personal information to administer your application and manage the Summit and to publish photos and videos to report on the Summit and promote future such events.

How we store your personal information and how long we keep it

Your information is securely stored in Cognito forms and on our intranet.

[Cognito Forms: Free Online Form Builder](#)

We keep the information you've given us in your application form for a period of three years from the date of the last time you exhibited at our Summit. We will then dispose your information by permanently deleting it from Cognito and our intranet.

International Transfers

Your personal information may be processed outside of the UK. This is because an organisation we use to provide our service to you, namely, Cognito, is based outside the UK.

We have taken appropriate steps to ensure that the personal information processed outside the UK has an essentially equivalent level of protection to that guaranteed in the UK. We do this by ensuring that:

- Your personal information is only processed in a country which the Secretary of State has confirmed has an adequate level of protection (an adequacy regulation), or
- We enter into an International Data Transfer Agreement ("IDTA") with the receiving organisation and adopt supplementary measures, where necessary. (A copy of the IDTA can be found here [international-data-transfer-agreement.pdf \(ico.org.uk\)](#)).

Your data protection rights.

Under data protection law, you have rights including:

- **Your right to be informed** – You have the right to know what personal information we have about you, how we use it, for what purpose and in accordance with which lawful basis, who we share it with and how long we keep it. We use our privacy notice to explain this.
- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- **Your right not to be subject to automated decision-making.** We do not use automated decision making.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact details at the top of this privacy notice.

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO’s contact details are:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

