

Events privacy notice

This notice describes how the Smoke Free Partnership, collects and uses the personal information you provide when registering to and/or attending our events as a participant or speaker.

What personal information we process about you

The personal information we hold is restricted to your title, first name, last name, gender, job title, telephone number(s), email(s) and on occasion dietary requirements, Zoom ID, birthday, nationality, address and biography.

Please note that:

- a name badge may be issued;
- your details (name, job title and company name) may be made available to other attendees in a guest list or similar; and
- photography and video recording may take place during an event.

Why we collect your personal information and the lawful basis for processing

Your personal details will be processed to support the communication and management of the Smoke Free Partnership's events. Your data is processed on a lawful basis. It is in the legitimate interests of the Smoke Free Partnership to carry out conferences, workshops, roundtables and any other events.

Event registration, participation and related matters

Dietary requirements

When we provide food at our events, you may provide information about food allergies or other conditions, so that we may adapt our menu accordingly.

We will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting or reporting requirements.

List of participants

A list of participants (title, last name, first name, job title, organisation/company, country and occasionally former positions) may be published and distributed to attendees on the day of the event, together with the event programme and description of speakers (name, biography). Should you wish to have your name excluded from the list of participants, you have the possibility to opt-out from any such dissemination of

your contact details by notifying the Smoke Free Partnership accordingly 1 week prior to the event at the email address info@smokefreepartnership.eu, mentioning the name of the event.

Photos and videos

Any attendee may appear in photographs and videos taken at our events, and these may be used for documentation and promotional purposes. Such photographs and videos may be posted on our website and on social media accounts managed by us, notably Twitter and LinkedIn.

If you are a speaker at our events, we will process your name, title, company, professional and educational bio, as well as your presentation slides (if applicable), photos and videos of you at our events. The presentation slides (if applicable), photos and videos may be made public through the channels we consider appropriate (website, event programme and report, social media).

This processing is done in our legitimate interest to promote our events, and the data is stored by us for as long as necessary to fulfil the purposes we collected it for, such as meeting any legal, accounting or reporting requirements.

If you do not wish to be included in any footage, please inform us ahead of time and we will try to exclude images and recordings of you to the greatest extent possible.

Who we are sharing your data with

For the purposes of our general business administration, efficiency and accuracy, your personal information might be shared among the Smoke Free Partnership's staff linked to the event, and for event management.