



Your personal information and how we use it

IRMS Online events

1. Why are you collecting my data?

We are collecting your data so that we can send you reminders ahead of the event.

We will share the data with our exclusive event sponsor so they can ask you to participate in polls before the event, summarise the results of these and share them to be discussed during the event.

Our sponsor will provide you with follow-up material and video links after the event.

The IRMS will retain your email address to use to invite you to future events similar events.

2. What data of mine will you be collecting?

We will be collecting data about you, and your professional organisation, including your name, email address, organisation name and job title.

3. Will you be sharing my data with anyone else?

As mentioned in Section 1, we will be sharing it with our event sponsor.

4. How long will you keep my data?

We will keep it all the time you continue to attend IRMS events. If you should stop attending for any reason, we will delete it after three years.

5. Where will my data be stored?

Your data will be stored in the secure system we use for our live events called Livestorm. Copies that are given to the sponsor will be sent to them in a password-protected document.

6. What about my Data Protection rights?

We are aware that you have the following rights under Data Protection legislation:

- To be informed (which is what this privacy notice is doing)
- Access
- Rectification
- Erasure
- Restriction of processing
- Data portability
- Objection
- To understand any automated decisions made about you (which we don't do)

Should you wish to ask for any of these rights, please contact our Data Protection Officer, whose details are below. We respond to all requests on a case by case basis.

7. Why do you collect and share my data?

As an attendee at our event we have what the Data Protection legislation calls a “legitimate interest” in collecting your data and sharing it with the event’s sponsor.

8. What do I do if I have any concerns about your use of my data?

In the first instance you may contact our Data Protection Officer (Andrew Harvey) as follows:

- **By email** on datagovernance@irms.org.uk
- **By mail** at Information and Records Management Society, 4 Victoria Square, St Albans, Hertfordshire, AL1 3TF

If you have a significant concern, you may contact the Information Commissioner’s Office, as follows:

- **Live chat**
- **By telephone** on 0303 123 1113
- **By mail** at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

There is also a lot of information available on its website, www.ico.org.uk.

However, if you have any concerns, we would really like to be able to try and help you first, before you feel you need to go to the Information Commissioner’s Office.