

AIREN Conference 2025 PRIVACY NOTICE

Data Privacy and Security

The European General Data Protection Regulation (EU GDPR) entered into force as of 25 May 2018, further strengthening the privacy rights of individuals.

We take your privacy very seriously and therefore ask you to confirm that you have read the AIREN Conference 2025 Privacy Notice outlined below when registering to attend the AIREN Conference.

Feel free to contact us with any questions regarding the Privacy Notice by sending an email to info@airen-network.ie

AIREN Conference 2025 PRIVACY NOTICE

The AIREN Network is a collaboration between three universities – University College Dublin (UCD), Ulster University (UU) and Queens University Belfast (QUB) – established to create an all-island network of research managers and administrators. The AIREN Network was initially funded by InterTradeIreland and has received additional funding from the Higher Education Authority (HEA) to grow and expand its membership and activities.

This Privacy Notice describes the way in which we (UCD, UU and QUB) deal with the information and data you share with us in order for us to allow you to register for and participate in the AIREN Conference 2025 ("Conference") that you would like to attend, you will be speaking at, or you are helping to organise.

We will process your personal data provided to us (whether in person, via our website, or any other means) or otherwise held by us in the manner and for the purposes set out in this AIREN Conference 2025 Privacy Notice. Collection and processing of your personal data is conducted in accordance with the applicable data protection legislation, the GDPR or UK GDPR respectively.

1. Who is the data controller?

University College Dublin, Ulster University and Queens University Belfast are joint controllers of the personal data collected for the purpose of the AIREN Network and the AIREN Conference 2025.

- University College Dublin, National University of Ireland, Dublin of Belfield, Dublin 4, Ireland
- Ulster University, Cromore Road, Coleraine, Co. Londonderry, BT52 1SA
- Queens University Belfast, University Road, Belfast, BT7 1NN, Northern Ireland

In case of any requests relating to processing of your personal data or in case of exercising your rights set out in Clause 4 below, please email us at info@airen-network.ie

2. What personal data do we collect about you and for what purpose?

For the purpose of registering to attend/participate at the Conference, we collect personal data including your name, organisation, job role, email contact address, Conference sessions you plan to attend, and any special dietary requirements you wish to make us aware of for catering purposes.

For the purpose of continuing to receive notices and updates about the AIREN Network as a non-AIREN member, we will, should we get your consent, keep you and your data active beyond the Conference for the duration of your consent.

For the purpose of ensuring functionality of Conference registration forms and the AIREN website, we will process your personal data in the extent of technical cookies, Google analytics, and related technical data.

3. Who do we share your personal data with?

Your personal data will be shared within the AIREN Management Team comprising members of staff in UCD, QUB and UU. The Personal Data will be stored and shared via a designated Project Folder set up with controlled access permissions attached to an EEA based server.

For those presenting at the Conference, Personal data (your name, organisation, job role, bio, and photo) will be issued in the Conference Event Programme and announcements issued within UCD, UU, and QUB and externally to invite attendees to the Conference, including via the AIREN website. The Conference Programme and announcements will also be shared with AIREN partners.

To facilitate networking, your Conference registration data will be issued in an Attendee List to all attendees. Information, including any optional information you provide for AIREN membership, will be shared within the AIREN Network.

High-level reporting, aggregated data (i.e., not personal/individual level data) will be submitted to the three collaborating universities on:

- Attendance and participation numbers at the Conference, split between Ireland and Northern Ireland
- Organisation/company names of Conference attendees and participants
- The number of new efficiencies, collaborations, and research funding applications and projects arising from the Conference and AIREN Network

Registrations to attend the Conference will be processed using EventBrite. If you use EventBrite, your personal data is transferred internationally, including to countries with less stringent privacy laws than the EEA. At all times, AIREN Event registrations can alternatively be emailed to info@airen-network.ie.

The AIREN website is hosted by a service provider based in the EEA/UK.

An AIREN LinkedIn and Twitter account will be used, and you can decide whether or not you wish to follow AIREN LinkedIn posts and tweets. AIREN members also have the option of providing/sharing/following each other on social media accounts, should you decide you wish to. See clause 6 also on how we implement the social media networks features.

If required by law, we may share your personal data with government authorities or law enforcement bodies, with external advisors, and with other personnel who are subject to confidentiality obligation.

4. What are your rights in relation to the processing?

If you grant us your consent to the processing of your personal data, you do so entirely voluntarily, and you have the right to revoke or restrict the consent at any time. Your rights include: right to access your personal data, right to withdraw consent, right to have your personal data rectified or erased, right to restrict the processing, right to data portability, and right to lodge a complaint against us, as data controllers, or with the Data Protection Authorities.

If you wish to make use of your data subject rights, you can contact: info@airen-network.ie

Data Protection Authorities include:

- The Data Protection Commission at <https://www.dataprotection.ie/>
- The Information Commissioners Office at <https://ico.org.uk/>

5. For how long do we keep data?

We retain your personal data for no longer than necessary to fulfill the purpose of the AIREN Network or for the period explicitly required by the applicable legislation.

Where we process your personal data based on your consent, such personal data will only be processed for the duration of the consent which you may revoke or restrict at any time. If you do so, we will stop processing the personal data concerned.

For attendees registering to attend the Conference without wishing to register as an AIREN Member, your registration data will be processed for 1 month following the Conference for collecting post-event feedback for monitoring the impact and

effectiveness of the Conference. Should you wish to, and with your consent, you can continue to receive AIREN notices and updates beyond that period.

General AIREN Network records will be retained in compliance with audit requirements of the three collaborating universities – UCD, Ulster and QUB. Financial transactions involving individuals, for example expense claims, will be retained for 7 years in compliance with audit requirements.

The personal data for systems functionality will be processed and stored for a period that is necessary for ensuring functionality of the website (i.e., for the duration of the AIREN Network, if necessary).

6. How do we implement the social media networks features?

Where our website includes social media features, such as Twitter buttons, using these features triggers third-party collection of information about you, including international data transfers of your personal data to countries with less stringent privacy laws than the EEA. Please note that processing of the collected data is governed by policies adopted by these operators of the social media networks and, therefore, this Privacy Notice does not apply to them.

7. Conference Recording and Use of Photos

With Presenters' and Panel Members' permission, the Conference presentations and panel discussions may be recorded. The recording will also include occasional short panoramic views of conference attendees seated in the audience.

The Conference recording will be shared with registered attendees and may also be publicly available on the AIREN Website for a limited period following the conference with view access only for up to 4 months, until the current funded AIREN project end date. The recording will be retained for as long as the AIREN Network initiative exists, it will be archived as a historic artefact of the AIREN Network and will be accessed shared on occasions to commemorate the AIREN Network and its' Conference.

All photos from the Conference depicting you with your acknowledgment or consent shall be used solely for reporting/presenting the AIREN Network and Conference. You are not entitled to ask any reward for such use. You can revoke your consent anytime. In case we would like to use a photo exceeding these above-mentioned purposes, we will ask you for a separate consent.

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