

# Bank of England Regional Agencies' Events

## Management Privacy Notice

### October 2022

#### Information we collect

By this form, or through a request from you by email, the Bank of England collects personal data about you. This information includes your professional contact details and any special requirements relating to your participation in this event (as provided).

#### Why we need your personal data

We collect your personal data to host, manage and coordinate attendance at this event, and to provide you with access to the event premises in accordance with applicable security requirements. It is in our legitimate interest to process your personal data as part of promoting understanding of the Bank's unique role, fostering better working relationships and providing educational materials to firms and the general public. If you provide us with any information that could be considered of a special category (for example, information to make special arrangements for building access), we process this data with your consent. You may withdraw your consent at any time by emailing [Agencies-Privacy@bankofengland.gsi.gov.uk](mailto:Agencies-Privacy@bankofengland.gsi.gov.uk).

#### What we do with your personal data

We use the information to prepare and co-ordinate the event, including managing access to the premises. We may also contact you with any queries, or additional updates about the event. We may use your data to invite you to future events, and to assess and better manage future events. Your name and organisation may also be included on an attendee list which may be circulated to participants. Please let us know if you have any concerns about this. Where we hold events jointly with other organisations, such as a Chamber of Commerce, we may share attendance information restricted to event co-ordination only. If the event is hosted at an external location, your full name will also be shared with that organisation to facilitate your access to the building. For some events, background security checks may also be undertaken to ensure the security of event attendees.

We use a third party providers to deliver our survey forms. WorldAPP Inc to provide the KeySurvey online tool and Microsoft to provide the Forms survey tool. These third parties are based in the United States. Where personal data is transferred to the United States, a mechanism recognised by UK data protection law is used to ensure appropriate safeguards are in place (standard contractual clauses or international data transfer agreement). For more information about WorldAPP Inc's security practices and privacy policy visit [keysurvey.com/privacy-policy/](https://keysurvey.com/privacy-policy/). More information about Microsoft's privacy policy can be found at: [Microsoft Privacy Statement](#).

Photos may be taken at the event, and subsequently used as part of our awareness activities. Please let us know if you would prefer not to be photographed.

We will keep your registration data for 5 years from your last interaction with us. We will retain photographs for as long as is necessary to support our ongoing awareness activities.

#### Your rights

You have a number of rights under data protection laws. For example, you have the right to ask us for a copy of the personal data the Bank holds about you. This is known as a 'Subject Access Request'. You can ask us to change how we process or deal with your personal data, and you may also have the right in some circumstances to have your personal data amended or deleted. To contact us about those rights, including making a request for the personal data we hold about you or to make a complaint, please see our website at <http://www.bankofengland.co.uk/privacy> or write to us at:

The Privacy Team  
Bank of England  
Threadneedle Street  
London  
EC2R 8AH

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

### **Your rights**

The Bank's Data Protection Officer can be contacted via the details above and you can also find out more about how the Bank deals with your personal data via the 'Privacy' link at the bottom of our website ([www.bankofengland.co.uk](http://www.bankofengland.co.uk)).