

## Privacy Notice – Guest Speakers

### 1. Introduction and purpose

This Privacy Notice is for individuals whose data is processed by LTE Group in relation to guest speaking at our events (for example, conferences and training initiatives).

This Notice provides information that is in addition to information contained in our [main suite of privacy notices](#) and [Data Protection Policy](#). Please do read these documents to understand our practices and if you have any questions, please contact us using the details provided below.

### 2. The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

Some of the personal data collected will be classed as being 'special category personal data\*'. Access to and sharing of this information is controlled very carefully.

The categories of personal information that we may collect, store, and use about you may include:

	Guest Speaker
<b>Name</b>	✓
<b>Contact Details – e.g. email/postal address &amp; contact number(s)</b>	✓
<b>Business Association(s)</b>	✓
<b>On-site CCTV and security camera systems data</b>	✓
<b>Financial Information e.g. bank details &amp; relevant checks</b>	✓
<b>Insurance details e.g. liability insurance information</b>	✓
<b>Health and physical information, disability information, allergy information/dietary requirements*</b>	✓
<b>Experience and suitability</b>	✓
<b>Incident logging</b>	✓
<b>On-site sign-in information, e.g. car registration details</b>	✓
<b>Photographs/videography for our marketing purposes</b>	✓
<b>Recordings of speeches/sessions delivered</b>	✓
<b>Feedback regarding the guest appearance – from you and from participants</b>	✓
<b>Telephone recordings (to central departments)</b>	✓

We may need to collect further personal data directly from/about you during the course of our engagement with you.

### 3. How is your personal information collected?

Your information is typically collected through our initial processes to arrange your guest appearance – for example, via our external speaker form and through our correspondence with yourself. On occasion we use third-party agencies to establish and source recommended speakers, and similarly from external networking, for example with other education providers and government bodies.

On site, we collect information at our campuses via our signing-in process and images/footage via our CCTV and camera systems.

Following events, we process personal information via our evaluation process.

### 4. How will we use information about you?

The information we collect will allow us to arrange your guest speech/appearance at our event(s) and to fulfil our arrangement with you.

Data protection laws require us to meet certain conditions before we are allowed to use your personal data in the manner described in this Privacy Notice, including having a "lawful basis" for the processing. Where we process special category personal data we are required to establish an additional lawful basis for processing that data.

Some of the below grounds for processing will overlap and there may be several grounds which justify our use of your personal information. We may process your personal information without your knowledge or consent where this is required or permitted by law.

Purpose	Lawful Basis
<b>To assess your suitability for speeches /guest appearances</b>	<ul style="list-style-type: none"> <li>To comply with our legal obligations</li> <li>Performance of a task in the public interest (education)</li> <li>Where it is in our/your legitimate interests</li> </ul>
<b>To administer, or otherwise deliver, our obligations arising from your participation/arrangement with us</b>	<ul style="list-style-type: none"> <li>Necessary for the performance of a contract</li> <li>To comply with our legal obligations, e.g. in respect of health and safety or equality law and safeguarding</li> <li>Where it is in a person's vital interests</li> </ul>
<b>To record any on-site incidents including CCTV/security camera footage</b>	<ul style="list-style-type: none"> <li>Where it is in a person's vital interests</li> <li>To comply with our legal obligations</li> </ul>
<b>Internal and statutory reporting, audit &amp; other legal obligations, including compliance with health and safety law</b>	<ul style="list-style-type: none"> <li>To comply with our legal obligations, e.g. health and safety law</li> <li>Performance of a task in the public interest (education)</li> </ul>
<b>Photography/videography for promotional/marketing purposes</b>	<ul style="list-style-type: none"> <li>With your consent</li> <li>Where it is in our/your legitimate interests</li> </ul>
<b>Recordings (of your speech/guest appearance)</b>	<ul style="list-style-type: none"> <li>With your consent</li> </ul>
<b>Appraisal/review of speeches/ appearances and for future planning purposes</b>	<ul style="list-style-type: none"> <li>Performance of a task in the public interest</li> <li>Where it is in our/your legitimate interests</li> </ul>
<b>To assess/review our handling of telephone calls for quality &amp; training purposes</b>	<ul style="list-style-type: none"> <li>Where it is in our/your legitimate interests</li> </ul>

### Do we need your consent?

We do not generally process your personal data based on your consent (as we can usually rely on another lawful basis, as outlined in the table above). If we do process your personal information based on your consent, we will inform you of this before we start the processing and you will have the right to withdraw your consent at any time.

### 5. If you fail to provide personal information

If you fail to provide certain information when requested, you may not be able to feature in an event for us.

### 6. Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### 7. Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We do not envisage that any decisions will be taken about you using automated means, however, we will notify you in writing if this position changes.

### 8. Data sharing

We may share your personal data with third parties where essential to comply with our legal and contractual obligations, and with hosted technology solution providers.

The images and film we take will likely be placed into the public domain. This includes within our internal and external publications, printed media, prospectuses, on our websites, social media accounts, billboards / hoardings and other public domain advertising, and within adverts placed with specific third parties, (e.g. Google, Facebook and Instagram). As such, published photographs / film are available to anyone who has access to the internet, social media channels or printed materials etc in which the photo(s) or video(s) feature. More information is available in our [LTE Group Privacy Notice - Photography & Videography](#).

A full register of who we may share your personal data with and why is available on request: [dpo@ltegroup.co.uk](mailto:dpo@ltegroup.co.uk)

Information on how we handle disclosure requests, for example for law enforcement, crime prevention and investigation purposes, can be found here: [LTE Group and Disclosure requests](#)

All parties who we share data with are required to take appropriate security measures to protect your personal information, in line with our policies. We do not allow our third-party service providers/data processors to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your data may be transferred outside of the UK, for example, where we use third party providers to deliver our services, such as externally hosted software or cloud providers who store data globally. We undertake strict due diligence on all partners to ensure that they have the adequate safeguards in place to protect your data under Article 46 GDPR.

## 9. Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, subject to any statutory obligations.

Full details of retention periods are available in our **Records Management Policy** and **Data Retention Schedule** (available on request from [dpo@ltegroup.co.uk](mailto:dpo@ltegroup.co.uk)).

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Once we no longer require access to your personal information we will retain and securely destroy it in accordance with our data retention policy and applicable laws and regulations.

## 10. Your individual rights in connection with personal data

Subject to certain conditions, you have the following rights in relation to your personal data:

**Access** to your personal information (known as the Right of Access/a Subject Access Request)

**Rectification** of the personal information we hold about you if it is inaccurate

**Erasure** of your personal information (in certain circumstances)

**Restriction of processing** of your personal information

To be **Informed** about the processing your personal information

**Transfer** of your personal information to another party

**Objection** to processing of your personal information

**Suspension** of processing of your personal information

If you wish to invoke any of the above rights, please contact us via email: [dpo@ltegroup.co.uk](mailto:dpo@ltegroup.co.uk) or colleagues can raise a ticket on your behalf via the [Colleague Self-Service Portal](#). Further guidance on your rights is available from the Information Commissioner's Office (<https://ico.org.uk/>).

## 11. If you are unhappy with how we have handled your data

If you are unhappy with how we have handled your data, you may lodge a formal complaint with the following department:

LTE Group Data Protection Officer  
Whitworth House  
Ashton Old Road  
Manchester  
M11 2WH

[dpo@ltegroup.co.uk](mailto:dpo@ltegroup.co.uk)

If you do not wish to discuss your complaint with us, or you are unhappy with our response, you also have the right to lodge a complaint with a supervisory authority, the Information Commissioner's Office (ICO).

Further information is available on the ICO website, or via telephone:  
<https://ico.org.uk/global/contact-us/>  
0303 123 1113

More information on the ICO's complaint procedure can be accessed at:  
<https://ico.org.uk/make-a-complaint/>