

Inside & Out | Privacy Statement

Inside & Out is organised by our parent company Stafford Long & Partners (SLP), whose business address is Deane House Studios, Highgate Road, London, NW5 1LB. This privacy statement outlines what personal data we collect when you visit our website and how we'll process that data should you apply for, and attend the event.

First a couple of quick definitions

'Personal data':

By 'personal data', we mean any information you give us that may be used to identify you, such as your name, email address and other contact details.

'Processing':

By 'processing', we mean how we'll store and, in some cases, share that information with our event partners. Specific details about this processing can be found in the sections below.

'Data Controller':

And by 'Data Controller', we mean the party that determines how and why your personal data is processed. In the case of this event, SLP and our event partners are 'Joint Data Controllers'. Details of the event partners will be published on the website when applications are open.

You can view the Stafford Long Privacy Statement [here](#). This includes information on how you can access, amend or remove the data we hold.

Collection and use of personal data:

We will only process your data where there is a lawful basis as defined by General Data Protection Regulation (GDPR), and never collect more information than we need to fulfil the purpose.

Only where you have given explicit consent (e.g. to join our mailing list) or where we and our partners have a legitimate interest and will only be using the data in a way you would reasonably expect (e.g. to process your application to attend the event) will we collect your personal data.

By just viewing this website you won't be submitting any identifiable personal data. We do use a third party service, called Google Analytics to find out things such as the number of page visits across the site. But this information is processed anonymously and we make no attempt to find out the identities of those visiting the site. Nor do we allow Google to make any attempt to identify anyone.

When you apply for any SLP event, your details are submitted using a contact form supplied by a third party called Wufoo, which is managed by and subject to the terms of a company called Survey Monkey.

This information is held securely and transferred via secure download to SLP servers within 30 days. Once downloaded to SLP servers, it is deleted from our Survey Monkey account and no longer held by them. If you wish to read the Survey Monkey privacy statement this can be found [here](#).

Inside & Out | Privacy Statement

If you apply for this event, your information will be processed as follows:

SLP will hold your data so we can respond to your application.

If your application is successful, we'll share your information with our event partners so they can contact you about future career opportunities.

If you join us at the event and submit an expenses claim, any bank details will be held securely until your claim has been processed. They will then be deleted.

If you ticked the consent box regarding the SLP mailing list, your details will be added to our events mailing list so we can contact you about future events we think you may be interested in.

If you've shared details about your ethnicity, sexual orientation, disabilities, etc, this will be stored anonymously and only used for diversity tracking purposes.

Right to be forgotten

If, at anytime, you'd like to see the information we, or our partners hold about you, or you want it to be amended or deleted, email dataprotection@staffordlong.co.uk and we'll deal with it promptly.

Third party mailing list

SLP use a third party email service called MailChimp to keep you up to date on our events. If you consent to joining our mailing list, your email address will be held in our secure account until you unsubscribe from an email or contact us to request that your details are removed. MailChimp's Privacy Policy can be viewed [here](#) and in the context of this agreement you are a 'Contact'.

Accessibility

This policy has been carefully written to try to provide clarity around how we use your data. If there is any information you don't understand and you would like further explanation, please contact dataprotection@staffordlong.co.uk and we will be happy to help.