



Privacy Notice

Trade Fair Survey

The Purpose of this document

The Department for Business and Trade is committed to protecting the privacy and security of your information. This privacy notice described how we collect and use personal information about you in accordance with UK Data Protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We are required under data protection legislation to notify you of the information contained in this privacy notice. It is important that you read this notice, so that you are aware of how and why we are using your information.

What data we collect:

Personal information to be collected as part of the survey exercise:

- Company name
- Company Address
- Company email
- Company social media
- Contact name and surname
- Contact phone number
- Contact email
- Ethnicity (optional)
- Sexual orientation (optional)

This is a voluntary survey - by entering the survey you are providing consent for this information to be collected. This consent, or withdrawal of consent, will be stored within the same software as the survey data and kept for three years together.

Why we need your data

The information you provide in the survey will be processed by the Department for Business and Trade in order to identify the most suitable companies to exhibit at Tavola Trade Fair. Entry to this survey does not guarantee your company will be selected for entry at the Trade Fair.

We collect special category data in order to ensure diversity and inclusion. We do so as we are mandated by law in order to obtain the necessary public funding for the event.

Our legal basis for processing your data

The legal basis for processing your personal data is:

- Public task
- Consent

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How we share your information

Your data will not be anonymised as we need to identify those interested in taking part.

Your data will be processed by trade advisors in DBT Belgium.

Third parties with whom anonymised information will be shared are:

- Aventri, who is the data processor.

We will not:

- sell or rent your data to third parties
- share your data with third parties for marketing purposes

We will also share your data if we are required to do so by law or regulation – for example, by court order, or to prevent fraud or other crime.

How long we keep your data

We will only retain your personal information for as long as:

- It is needed for the purposes fulfil the purposes we collect it for. We will retain any personal data you provide to us in raw form for no more than 3 years after the end of the trade fair, in order to fulfil the purposes for which it was collected.

How we protect your data and keep it secure

We are committed to doing all that we can to keep your data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your data - for example, we protect your data using password protection, limiting staff access to specifically “Security Cleared” individuals.

We also make sure that any third parties that we deal with keep all personal data they process on our behalf secure and in line with Data Protection legislation.

Cookie Policy

Aventri has the following cookie policy: [Aventri Cookie Policy \(eventscloud.com\)](#)

Please make sure you are happy with this before filling out the survey.

Your rights and access to your information

This is a voluntary survey - by entering the survey you are providing consent for this information to be collected and processed. You will be able to:

- withdraw consent at a later stage via emailing martina.andersen@fcdo.gov.uk
- request amendments to the information once submitted via emailing martina.andersen@fcdo.gov.uk

In order to:

- access your survey data under the DPA if you submit a Subject Access Request
- raise an objection or restriction about how your personal data is processed
- request that your personal data is erased

please contact data.protection@businessandtrade.gov.uk

Contacting us

If you have any questions about this privacy notice or how we handle your personal information, you can also write to us at:

Data Protection Officer

data.protection@businessandtrade.gov.uk

Department for Business and Trade

Old Admiralty Building
London
SW1A 2DY

You can also make a complaint to the Information Commissioner, who is an independent regulator.

casework@ico.org.uk

Telephone: 0303 123 1113

Textphone: 01625 545860

Monday to Friday, 9am to 4:30pm

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

You can also log a complaint with the data protection authority in Belgium.

Belgium Data Protection Authority

Rue de la Presse 35 / Drukpersstraat 35

1000 Bruxelles / Brussel

BELGIUM

Changes to this privacy notice

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice if we make any substantial updates.

Identity and contact details

The Department for Business and Trade are the Controller under the UK General Data Protection Regulation and Data Protection Act 2018.

Our contact details are:

Data Protection Officer

Old Admiralty Building

London

SW1A 2DY

Email: data.protection@businessandtrade.gov.uk

You have a right to complaint to us if you think we have not complied with our obligation for handling your personal information. You can contact our Data Protection Officer using the same contact.

If you are not satisfied with the DIT response you have a right to complaint to the Information Commissioner's Office (ICO).

You can report a concern by visiting the [ICO website](#).

For more information about your rights under the Data Protection Act or to request a copy of any data held about you please contact data.protection@businessandtrade.co.uk