

# Privacy Notice

## The UK-South Asia Virtual Roadshow

### The Purpose of this document

The Department for International Trade (DIT) 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 General Data Protection Regulation (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 data we collect includes:

- First Name, Last Name
- Email address
- Job title, Company name
- Primary sector
- Website
- Number of employees [categories: 1-9, 10-49, 50-249, 250-499, 500+ ]
- Whether you are already exporting to South Asia
- Company turnover (£m) [categories: 1-9, 10-49, 50-249, 250-499, 500+]

### Why we need your data

The information you provide will be processed by DIT and selected third parties in order to:

- Process and confirm registrations for webinars running during the UK-South Asia virtual roadshow
- Facilitate 1-2-1 meetings you request during the webinars, if you have asked us to
- Follow up as requested with any queries or feedback raised during webinars

### Our legal basis for processing your data

The legal basis for processing your personal data is that it is necessary:

- to perform a task in the public interest
- in the exercise of our functions as a government department

### How we share your information

We will, in some circumstances and where the law allows, share your data with other government departments, agencies, public bodies and third-party service providers which may include, but are not limited to:

- Amazon Web Services (AWS)
- Government Digital Service (GDS)
- Third parties involved in the UK-South Asia Virtual Roadshow, such as Invest India – the Government of India’s investment arm.

This list of third parties will be updated, you will be notified if your information is shared with other third parties not included in this list.

Aggregated analysis of responses may also be shared with the Information Commissioner’s Office (ICO) the Government Internal Audit Agency (GIAA), and the National Audit Office (NAO).

We will not:

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

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 set out in this document
- the law requires us to,

in line with our records management and retention and disposal policy.

Subject to the paragraph above, we will retain your personal information for up to [<sup>\*\*</sup> years from the date on which it is provided or subsequently updated, 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 varying levels of encryption. All personal data is stored in the European Economic Area (EEA).

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.

## **Your rights**

You have the right to request:

- information about how your personal data is processed
- a copy of that personal data
- that anything inaccurate in your personal data is corrected immediately

You can also:

- raise an objection about how your personal data is processed
- request that your personal data is erased if there is no longer a justification for it
- ask that the processing of your personal data is restricted in certain circumstances

If you have any of these requests, get in contact with [Jevan.Bhinder2@fcdo.gov.uk](mailto:Jevan.Bhinder2@fcdo.gov.uk) [\*\*\*\*\*].

## Contacting you

We will use the personal information you provide to contact you about the specific service you have used or enquiry you have made.

In addition to this, when you provide your personal information, you have the option to provide your consent for us to contact you by email or telephone with direct marketing communications. You will only receive these communications if you have given your consent.

If you provide your consent for direct marketing, you have the right to unsubscribe at any time. For email marketing, you can do so using the 'unsubscribe' link included in all DIT marketing emails. For telephone marketing, you should inform the caller that you do not wish to be contacted.

## 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@trade.gov.uk](mailto:data.protection@trade.gov.uk)

Department for International Trade  
King Charles Street  
Whitehall  
London  
SW1A 2AH

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

[casework@ico.org.uk](mailto: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

## **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 when we make any substantial updates.

## **Confidentiality**

Information provided whilst using this service, including personal information, may be disclosed in accordance with access to information regimes, primarily the Freedom of Information Act 2000 (FOIA).

If you want the information you provide to be treated confidentially, please be aware that, in accordance with the FOIA, public authorities are required to comply with a statutory code of practice which deals, amongst other things, with obligations of confidence.

In view of this, it would be helpful if you could explain to us why you wish that information to be treated confidentially. If we receive a request for disclosure of that information, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.