



Town Meeting for the Science Case for a UK FEL (16th July 2019)

Information Policy

The organisation of this meeting requires the collection and use of delegate's personal information. In this policy we describe how this information will be collected, used, and retained. The policy is driven by the GDPR regulations and aims to ensure compliance with the GDPR regulations.

Section A – Collection and Usage

1. At the registration stage we will ask for :
 - a. Delegates Name and Title
 - b. Their home institution
 - c. Email address
 - d. Phone number
 - e. Special dietary requirements
 - f. Ask for any additional comments or requests
2. Delegates name and institution will be displayed on name badges and the meeting's programme.
3. Those who have special dietary requirements will have their name and the dietary requirement passed to any caterers that provide any meals that the meeting has arranged for them.
4. For the purposes of creating an invitation mailing list we will ask for:
 - a. Name and Title
 - b. Home Institution
 - c. Email Address
5. These will be used to create a mailing list in order to invite individuals to register for future meetings, participate in community surveys and provide updates on the development of the UK FEL Science Case.

Section B – Consent

1. Consent to this policy will be asked at the point of on-line registration via the Eventbrite website
2. If the person filling in the application form does not agree to this policy then they cannot be registered for the meeting.
3. If you do not consent to remain on the invitation mailing list following this event then please contact James Green (james.green@stfc.ac.uk)



Section C – Retention

1. A copy of the information collected for this meeting will be retained for a period of 3 years on the main work computers of the organisers for the Town Meeting. After this, the information will be deleted.
2. The invitation mailing list will be retained for the duration of the review of the Science Case for the UK FEL, after which emails will be issued asking for consent to remain on the invitation mailing list. Any individuals that do not consent will have their entries deleted.
3. Copies of the invitation mailing list will be kept by James Green (CLF), the PA to the Director of the CLF and the CLF User Office.

James Green
Central Laser Facility (STFC)
22nd May 2019