Privacy policy

We are committed to keeping your personal information safe and to making sure you know how we will use the details you share with us.

What this privacy policy covers

This privacy policy explains:

- How we will use your contact information to keep you up to date by email on our events programme
- How we will use your information if you sign up to attend one of our events.

We may change our privacy policy from time to time. If we do, you’ll always find the most up to date version here on our website.

About us

We are part of the UCL Institute of Education (IOE), a faculty within UCL, and we run the IOE’s faculty-level events programme. This programme currently includes a debates series and the Professorial Public Lecture series, as well as other ad hoc events. The content of our events programme will continue to evolve.

Using your information to keep you up to date on the latest in our faculty events programme

We hold a mailing list of people who have expressed an interest in hearing about our events.

If you’re on this list, these are the types of things we might tell you about by email:

- Events we’re holding or are involved in
- New resources on our website relating to those events
- Opportunities to have your say on what we do.

From time to time, we might update you on other things that don’t fit into one of the above categories. But anything we do send you will be directly relevant to the events programme.

When we email you, you will always have the option to unsubscribe from future notifications or update your contact details. You can also do this at any other time by emailing us at ioe.events@ucl.ac.uk.

At the moment we use third party software to help us manage our mailing list and to distribute emails. The software we currently use is provided by a company called MailChimp. You can read more about MailChimp in its privacy policy.

Using your information to register you for our events

When you register to attend one of our events, our booking form will ask you for certain information. This includes your name and email address. We aim to make our events as positive an experience as possible for everyone, so we may ask if you have any special dietary or accessibility requirements as well.

We normally use third party software called Eventbrite to take event bookings and to collect this information. You can read more about Eventbrite in its privacy policy.
We will use the details you give us to get in touch with you before the event and also, usually, to follow-up with you afterwards. This is likely to include sending you recordings of the event as well as asking you to tell us what you thought of the event, so we can keep improving how we do things.

We also store information about who attended our events. This helps us to evaluate past events and plan future ones; it also enables us to report internally on the reach and success of our events. No analysis or reports will include any identifying information.

As much as we’d love to stay in touch, when you register for one of our events we won’t add you to our mailing list unless you ask us to, in line with the General Data Protection Regulations. This means you won’t automatically receive details of future events. If you would like to hear from us again, you’ll be able to sign up to our mailing list from the information we send you about the event you registered for. You can also join our mailing list at any time by emailing us at ioe.events@ucl.ac.uk.

Your rights

Under the General Data Protection Regulations, you can ask us to update or remove the information we hold about you at any time. You can also ask us to give you the information we hold about you.

For more information about this, or to make a complaint about how we have handled your data, please contact UCL’s Data Protection Officer.

July 2018