



Opening Doors & Venues Privacy Policy

Opening Doors & Venues are committed to safeguarding and preserving the privacy of our visitors.

This Policy explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit our site, when signing up for updates or registering to attend the events we manage, and how we use cookies on this website.

We do update this Policy from time to time so please do review it regularly.

Where does this policy apply?

This privacy policy applies to all data collected and processed on all websites, databases and their associated systems which are owned or managed by Opening Doors & Venues and which include its primary websites and any event registration sites used to collect information pertinent to individual events.

Why do we collect and process your personal data?

In order to provide the range of services that enable Opening Doors & Venues to plan, manage and deliver our range of events we collect and process certain information which will differ slightly per event. We do this when you personally subscribe to OD&V newsletters, request to be notified of upcoming events and when registering and attending the events and conferences we deliver.

Information that we collect

In running and maintaining our website or when signing up for event-specific updates and registering to attend an event, we may collect and process the following data about you:

- Full name
- Email address
- Job role and organisation
- Telephone numbers
- Plus, any other data filled on registration forms collected via EventReference (read EventReference [Privacy Policy HERE](#)). This may include but is not limited to invoice address, dietary requirements, country of residence etc.
- We will also process your personal data provided by you to facilitate your online or offline payment for paid conferences, courses and events. We process payment links securely to a protected third-party payment portal (e.g. PayPal)
- Your IP address, and details of which version of web browser you used
- Information on how you use the site, using cookies

We do not collect or process **sensitive personal data** (as defined in GDPR 2018).

The data that we collect can be viewed by authorised staff of Opening Doors & Venues as Data Controllers and Appointed Conference Organiser. Authorised clients and members of planning committees will also view data pertinent to the event or conference they have appointed us to plan, organise and deliver on their behalf.



The data will be used in accordance to the items you have consented to when providing the information and for the legitimate interests of the day-to-day activities of OD&V, including:

- To aid appropriate planning and delivery of an event or conference
- To send you reminders and other relevant information relating to the event or conference you are registered to attend, before, during and after the event
- To send you email updates of future editions of the same event or conference

Where your data is stored

We store your data on secure servers in the UK and European Economic Area (EEA). We may also download a copy of the data to store on our secure company server in the UK and secure company computers for backup purposes.

If you have signed up for newsletter updates your data will be stored on secure MailChimp US servers. You can view MailChimp's privacy policy [here](#). By submitting your personal data, you agree to this.

Keeping your data secure

Sending information over the internet is generally not completely secure, and we can't guarantee the security of your data while it is in transit. Any data you send is at your own risk. We have procedures and security features in place to keep your data secure once we receive it.

Disclosing your information

We will not share your information with any other organisations for marketing, market research or commercial purposes unless you have given your explicit consent for us to share your contact details with event or conference sponsors upon registration. We won't pass on your details to any other websites.

We will only pass on your personal information if we have a legal obligation to do so.

Limited data will be shared with event and conference venues for the legitimate interest of on-site security, catering and layout planning.

Your right to update or delete the data

GDPR 2018 explicitly states that you must have an opportunity to change your personal preferences in respect of data we may hold (this includes deleting your data). Electronic communications sent via MailChimp will always give you the option to update your preferences at any time or unsubscribe from that database. Each of our event websites include contact information where you can email or phone us.

Alternatively, you may contact Opening Doors & Venues and we will be happy to update your preferences. Contact us by:

- Email: events@opening-doors.org.uk
- Phone: 01562 731 788
- Write to: FAO Data Protection Officer, Opening Doors & Venues, Wassell Grove Business Centre, Wassell Grove Lane, Stourbridge, West Midlands, DY9 9JH



Websites owned and managed by Opening Doors & Venues

The following is a list of permanent websites that are owned or managed by Opening Doors & Venues and where this privacy policy is applied.

www.opening-doors.org.uk

www.cawsel.com

www.wmschooled.co.uk

www.franchiselocal2you.co.uk

This policy will also apply to other temporary conference micro-sites hosted on EventReference for the duration of the registration process.

Cookies

A cookie is a tiny file that's saved to your computer when you visit our sites. It reminds us of your settings and preferences when you visit us again, to give you a better online experience. It's up to you whether you allow cookies or not, but if you don't want them, you'll need to block them in your browser settings.

Why should I allow cookies?

By allowing cookies, you'll get the best experience from our website. We may also use Analytics such as Google Analytics to see how many people visit our website and this also requires cookies.

What if I block cookies?

If you decide to block cookies, this may stop certain features of the site working properly. This will restrict what you can do on our site although most features should still work ok. If you accept the limitations and would still like to block cookies, please follow the instructions for your browser in the section below.

How can I block or allow cookies?

Most browsers are set by default to accept cookies, but you can change your settings to block some or all cookies if you prefer. If you don't like how this affects your online experience, it's just as easy to change things back again. Choose your browser from the list below:

Microsoft Internet Explorer 6/7/8 (Windows XP/Vista)

Select Tools from the main task bar, then Internet Options.
Click the Privacy tab.
Choose the settings you want.
Click OK.

Microsoft Internet Explorer 8/9 (Windows 7)

Click on the Settings cog icon (top right).
Click on Internet Options.
Click on Privacy and choose your options.
Click Apply and then OK.

Google Chrome

Click the spanner icon and select Options from the list.
Click the Under the Bonnet tab.
Click Content settings in the Privacy section.
Choose the settings you want.
Click X to close.

Safari

Choose Safari from the main task bar, then Preferences.
Click the Privacy panel.
Choose the settings you want.
Click X to close.



Firefox

Select Tools from the main task bar, then Options.
Click the Privacy tab.
Choose the settings you want.
Click OK.

iOS

From the home screen, choose Settings.
Select Safari.
Click Accept Cookies.
Choose your preferred settings.

Android

Start the browser application.
Click the Menu button.
Select the More option, then Settings.
Tick or clear Accept cookies.

Windows Phone 7

From the home screen, click on the right arrow.
Scroll down to Settings
Swipe across and select Internet Explorer.
Tick or clear Accept cookies.

Further Information

Should you have any questions in respect of this policy, your personal data or Opening Doors & Venues data protection systems, please contact our Data Protection Officer (Rose Padmore, Owner and Professional Conference Organiser) as described in the 'updating your preferences' section above.