

Open University Events booked through Eventbrite

Introduction:

- 1.1 This document expands the information available at www.open.ac.uk/privacy regarding the use of Eventbrite for booking Open University events. For more information about the Open University, how to contact us, and your rights, please see www.open.ac.uk/privacy.

What information do we collect about you and how do we collect it?

- 1.3 Any information you supply when booking an event, such as your name and contact details, is held and used by the department organising and running the event. This will be stored separately to any other records the University holds about you. For example, if you have a student record, the event booking information will not be stored as part of that record. Any information collected when you pay for the event will be processed securely by our Finance Division.
- 1.4 If you are paying for an event, then processing your personal information is necessary to our contract with you for delivering this event. If you are not paying for an event, then either we process your personal information as it is in our legitimate interest to deliver such events, or it is part of our public task of undertaking and disseminating academic research.

Why we need information about you

- 1.5 We need to know some information about you so that we can administer the event and contact you about it if necessary. If we would like to contact you about similar events, we will either inform you that this will happen, or ask for permission.

How we keep your information

- 1.6 For the purposes of event booking we use Eventbrite which is a service based in the United States – please see their [privacy policy](#). When you book an event through Eventbrite you will also have to agree to their terms and conditions of service. Eventbrite terms and conditions include the standard contractual clauses which safeguard international transfers of personal data.

How long we keep it

- 1.8 The department organising the event will keep your contact details for a period of time after the event has taken place. If you have agreed to being contacted about future events we will keep your details until you tell us you no longer wish to be contacted. We will check from time to time that you still wish to hear from us.
- 1.9 We are required under UK tax law to keep basic personal data (name, address, contact details) and details of financial transactions such as payments for a minimum of 6 years. After this time any information about payments will be destroyed.