

Privacy Policy

This Privacy Policy relates to the Imaging and Perimetry Society (IPS) XXVth Visual Field and Imaging Symposium, to be hosted by Cardiff University from 30th July – 2nd August 2024, herein referred to as the 'IPS 2024 symposium'. An overarching Privacy Statement from Cardiff University can be found on the '[Data protection notice for enquirers and professional partners](#)' pages, however, more information, specific to the IPS 2024 symposium, can be found below.

Data Controller and other parties

Cardiff University is the Data Controller and is committed to protecting the rights of individuals in line with Data Protection legislation. The university is registered as a Data Controller with the Information Commissioner's Office (ICO) to process personal data. [Reg no.: Z6549747](#).

Cardiff University is responsible for the overall organisation of the event, the communication with the presenters and participants before, during, and after the end of the event, collection of registration fees, reimbursement of expenses of invited participants, as well as communication and promotion of the event.

The XXVth International Visual Field and Imaging Symposium is allied with the Imaging and Perimetry Society (IPS) and brands itself as the 'Imaging and Perimetry Society (IPS) XXVth Visual Field and Imaging Symposium'. The IPS acts separately to Cardiff University in that, while Cardiff University is organising the IPS 2024 symposium and collects data about you for the purposes described herein, the IPS is not involved in the organisation of the symposium or the collection or processing of personal data for the purposes described herein. The IPS is concerned with IPS society membership and scientific standards at the symposia, which is separate to the activities of Cardiff University, and separate to this Privacy Policy. The IPS does not routinely share information on society members with Cardiff University, and Cardiff University does not routinely share registrants' details with the IPS.

What information do we collect about you?

We will collect and process certain data about you. This includes:

- Name
- Name of affiliated institution(s)
- Business address
- E-mail address
- IPS Membership status
- Financial and commercial disclosures
- Payment details
- Special requirements (i.e access or dietary requirements)
- Conference photographs
- Names, affiliated institution(s), email address, and financial and commercial disclosures of scientific abstract co-authors.

How will your information be used?

Your personal data will be processed to ensure an adequate organization, follow-up, communication, and promotion of the XXVth International Visual Field and Imaging Symposium. Some of the data you provide will be used for the following purposes:

- inclusion of names, affiliated institution(s), email address, and financial and commercial disclosures in the conference programme
- inclusion of names and affiliated institution(s) in the conference website
- administering finance (e.g. registration fees and fees for optional extras)
- issue booking contracts for the IPS 2024 symposium

- arranging peer review of your submitted conference abstract
- organising hire of University and non-University facilities as part of the IPS 2024 symposium
- managing accommodation (those who avail of Cardiff University Halls of Residence for the IPS 2024 symposium)
- carrying out research, statistical analysis, and audit
- website traffic (<https://www.ips-cardiff2024.com>) will be analysed by location, device, browse behaviour, time and date of access, new vs returning visitors
- mailing list subscriptions via the website will be used for the purposes of announcing updates about the IPS 2024 symposium
- providing operational information (e.g. generating name badges, including names and details in the conference programme, details for minutes)
- promoting our services and the IPS 2024 symposium
- promoting the activities of sponsoring organisations (where such organisations award a prize or sponsor a presentation)
- informing event venues of any special requirements, such as dietary and access requirements
- ensuring delegates' safety and security
- preventing and detecting crime

Conference photographs

Photographs of the event may be commissioned for the purposes of promoting the IPS 2024 symposium and the Imaging and Perimetry Society (IPS), the legal basis for which will be legitimate interest. If you would prefer that any official photograph or image, containing an identifiable image of you, is not shared or made public, please opt-out by email request to the Chair of the Organising Committee (Dr Tony Redmond, RedmondT1@cardiff.ac.uk). Delegates at the symposium will be asked to refrain from taking photographs of scientific content being presented and will be asked to respect other delegates' legal and moral right to not be photographed, however, please note that Cardiff University will not be responsible for the content and sharing of delegates' own photographs or images.

IPS 2024 Symposium website

We receive, collect and store any information you enter on the IPS 2024 symposium website (<https://www.ips-cardiff2024.com>) or provide us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; email address and computer and connection information. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email, communications) when you make an enquiry via the 'Contact Us' page or submit your email to our mailing list. We collect names, affiliated institution(s), and financial and commercial disclosures via scientific abstracts that you submit. Please visit our cookie notice (available here: <https://www.ips-cardiff2024.com/abstractsregistration>) for more details of how we collect and use data via the IPS 2024 Symposium website.

What is our legal basis for processing your personal data?

Use of personal data	Legal basis
administering finance (e.g. registration fees and fees for optional extras)	Contract ¹
issue booking contracts for the IPS 2024 symposium	Contract ¹
sharing scientific abstracts with peer reviewers	Contract ¹

organising hire of University and non-University facilities as part of the IPS 2024 symposium	Legitimate Interest ²
managing accommodation (those who avail of Cardiff University Halls of Residence for the IPS 2024 symposium)	Contract ¹
providing mailing list subscribers with updates about the IPS 2024 symposium	Contract ¹
carrying out research, statistical analysis, and audit	Legitimate Interest ²
providing operational information	Legitimate Interest ²
promoting our services and the IPS 2024 symposium	Legitimate Interest ²
promoting the activities of sponsoring organisations (where such organisations award a prize or sponsor a presentation)	Legitimate Interest ²
Analysis of website traffic (https://www.ips-cardiff2024.com) by location, device, browse behaviour, time and date of access, new vs returning visitors	Legitimate Interest ²
informing event venues of any special requirements, such as dietary and access requirements	Legitimate Interest ² and Substantial Public Interest ³ and Legal Obligation ⁴ where information relating to health is provided
ensuring delegates' safety and security, preventing and detecting crime	Legal Obligation ⁴

¹ By making an enquiry or by booking to attend an event or by submitting a scientific abstract, we will be required to collect, store, use and otherwise process information about you for any purposes deemed necessary for the purpose of entering into or for the performance of your contractual agreement with the university. See [GDPR Article 6\(1\)\(b\)](#)

² Where processing of your personal data will be for the pursuit of our legitimate interests or by a third party's legitimate interests, this will only be where the processing does not fall within our core public function, is not unwarranted, and will not cause a prejudicial effect on your rights and freedoms, or your legitimate interests. See [GDPR Article 6\(1\)\(f\)](#).

³ Where delegates have access requirements and dietary requirements, the legal basis for use of data will be Substantial Public Interest. These potentially fall under conditions 8 (Equality of opportunity or treatment) and 16 (Support for individuals with a particular disability or medical condition) of the Data Protection Act (2018; Schedule 1). Conditions and requirements may vary in severity from mild to severe, but the organisers are not sufficiently qualified, medically, to make such judgements and rely on the accuracy of the data that delegates provide

⁴ Processing is necessary for compliance with a legal obligation to which the Data Controller is subject

Legitimate Interests

Where the legal basis for use of personal data is 'Legitimate Interest', we provide an explanation below as to what these legitimate interests are. A Legitimate Interest Assessment (LIA) has been completed and will be kept under review.

Legitimate Interest	Explanation
Organising hire of University and non-University facilities as part of the IPS 2024 symposium	Some facilities may require names as part of the organisation of a particular event in the IPS 2024 symposium (e.g. during the half-day tour to ensure that no delegate becomes lost or is unaccounted for, or for reasons relating to health and safety, for instance keeping a register of attendees in the event of an evacuation due to fire)
carrying out research, statistical analysis, and audit	Details such as affiliation, country of work, financial/commercial disclosures, and IPS membership status will be analysed to better

	understand the diversity of delegates, accessibility of the meeting, and potential environmental impact of travel to the conference.
providing operational information	To aid the smooth running of registration, inclusion of names, affiliations, email addresses, and financial/commercial disclosures in the conference programme.
promoting our services, the IPS 2024 symposium, and the IPS	Cardiff University wishes to promote the symposium to attract individuals engaged in imaging and perimetry research to benefit from, and contribute to scientific presentations and discussions in these topics. Ways to achieve these aims are to: a) publicly advertise keynote and award lecture presenters in advance of, and during the symposium, c) share photographs of the symposium to enable prospective sponsors and delegates understand the scale and profile of the symposia, and d) by promoting visibility of the programme and the range of presenters, we hope to entice new attendees, new membership, and new sponsors in future years. Cardiff University wishes to publicise the symposium during and after the event, via news articles, newsletters, and general communications. Photographs will be used for this purpose.
promoting the activities of sponsoring organisations (where such organisations award a prize or sponsor a presentation)	The IPS symposia rely on generous sponsorship from corporate sponsors and as such, wish to offer publicity to those sponsors in return for their support. We will therefore allow sponsors to publicise award(s) given by them to the awardee as well as presentations sponsored by them, and use names, affiliations, email addresses, financial/commercial disclosures, and official photographs taken of the prize-giving or sponsored presentation. Sharing of photographs of the IPS 2024 symposium will enable future prospective sponsors understand the scale and profile of the symposium, so that they can make an informed decision on future sponsorship. We also wish to entice new sponsors for future symposia.
Analysis of website traffic (https://www.ips-cardiff2024.com) by location, device, browse behaviour, time and date of access, new vs returning visitors	Website data analytics allow us to analyse the locations from which website views were made, the number of new vs returning visitors, the browsing behaviour of visits to the site, and the date and time of the visits. By analysing these data, we will gain a better understanding of the effectiveness of the website, including its necessity and accessibility, the pages that matter most to individuals, if there are any regions of the world with a high interest in the meeting but then do not translate to similar proportions of registrants, as well as the appetite to be kept up to date with information via the mailing list.
informing event venues of any special requirements, such as dietary and access requirements	Where delegates have access requirements and dietary requirements, the legal basis for use of data will be Substantial Public Interest. These potentially fall under conditions 8 (Equality of opportunity or treatment) and 16 (Support for individuals with a particular disability or medical condition) of the Data Protection Act (2018; Schedule 1). Conditions and requirements may vary in severity from mild to severe, but the organisers are not sufficiently qualified, medically, to make such judgements and rely on the accuracy of the data that delegates provide

Who receives your information?

We may disclose some of the abovementioned personal data about you to the following third parties:

- Audio visual, catering or event providers – only if we cannot provide certain services in-house, for example we may need to hire in specific AV equipment or work with a venue to provide the experience that you expect from a social event as part of the IPS symposium.
 - Sponsor – in the event that you are a recipient of a sponsor-funded prize or presentation
 - General public – in the event that you are a keynote speaker, your name, the name of your affiliated institution(s), and financial and commercial disclosures will be shared for the purposes of promotional and marketing activity
- Expert peer reviewers – in the event that you submit a scientific abstract, we will arrange anonymous peer-review of your abstract. Your abstract will be shared with selected experts in the field of imaging and perimetry research who will review it. The outcome of the peer review will be communicated to the abstract submitter by Cardiff University. Reviewers will be asked to confirm if there are any or no conflicts of interest with the authors, but will be asked not to describe the nature of any potential conflict of interest.

Any transfers to third countries and the safeguards in place

Generally, information you provide to us is stored on our secure servers, or on our cloud-based systems. These are located within the UK or in countries/areas which are considered to have adequate privacy and information security provisions, such as the EEA. However, there are times when we will need to store information outside these locations and where we do we will carry out transfer risk assessments where required to ensure that appropriate security measures are taken to protect your privacy rights. This may mean imposing contractual obligations on the recipient of your personal information where no other relevant safeguards exist. Technical measures such as encryption will also be considered.

Instances in which data may be transferred outside of the UK and EU are:

- Keynote/award lectures: Presenter name, name of their affiliated institution(s), and their financial and commercial disclosures will be made public on online and hard copies of advertising material for the IPS 2024 symposium for the purposes of promoting the symposium, the IPS, and the sponsoring organisation (where applicable)
- Recipients of prizes: Awardee name, name of their affiliated institution(s), and their financial and commercial disclosures will be transferred to the awarding organisation or sponsor for the purposes of publicising the award and the sponsor's role in the award; this organisation or sponsor may be based in the UK, EU, or outside of the UK/EU.
- Conference photographs may be transferred to IPS 2024 symposium delegates, and/or external sponsoring organisations or prize-awarding organisations, for the purposes of publicising and promoting the symposium, the IPS, and the prize-giving/presentation-sponsoring activities of the external organisation(s).
- Submitted conference abstracts will be shared with expert peer reviewers who will be invited to review the abstracts. Cardiff University will communicate the outcome of the peer review to the abstract submitter. Peer reviewers may be chosen from any trusted country, but abstracts submitters will be blind to the identity of the reviewer, as is normal with academic peer review. Reviewers will be asked to confirm if there are any or no conflicts of interest with the authors, but will be asked not to describe the nature of any potential conflict of interest.

How long will your information be held?

Your personal data will only be retained for as long as it is necessary in accordance with Cardiff University's [Records Management Policy and Retention Schedules](#). A summary of the most relevant retention schedules is below.

Sub-function	Record	Retention Period
Community Relations Event Management	Records documenting the planning and impact/results of local community events.	Completion of event + 3 years
	Records documenting the organisation and administration of local community events.	Completion of event + 1 years
Community Communication Management	Records documenting enquiries from members of the local community and the responses provided.	Last action of enquiry + 1 year
	Records documenting unsolicited feedback from members of the local community, the internal handling of this feedback and the responses provided.	Last action on feedback + 1 year
	Records documenting complaints from members of the local community, the internal handling of these complaints and the responses provided.	Last action on complaint + 1 year
Higher Education Sector Communication Management	Records documenting the institution's general communications with other HE institutions, other educational institutions, professional associations and learned bodies.	Current year + 5 years
Delegate Registration	Records documenting all delegates registered via the Finance Service Unit.	Completion of event + 3 years
Special Requirements	Records documenting special requirements such as specific access or dietary requirements	Completion of event + 3 years
Financial Accounting	Records documenting the issue of sales invoices and the processing of incoming payments.	Current financial year + 6 years *
	Records documenting the payment of expenses to third parties	Current financial year + 6 years *
Data Protection Act (DPA) Compliance Management	Records documenting the handling of requests for access to personal information held by the institution under Data Protection legislation including records released and the requests themselves.	Last action on request + 2 years UNLESS complaint received or request referred to ICO - last action on request + 6 years

	Log recording the handling of requests for access to personal information held by the institution under Data Protection legislation	Last action on request + 6 years
Public Interest Disclosure Management	Records documenting the investigation, determination and resolution of an allegation made under the University's Code of practice on public interest disclosure (whistleblowing)	Closure of case + 6 years

Peer reviewers will be instructed to securely destroy any copies of scientific abstracts and personal data received by Cardiff University immediately after abstract review.

What are your rights?

Individuals have a number of rights under data protection legislation. These rights will not always apply in every situation but will depend on the circumstances surrounding the processing of the personal data. An outline of your rights can be found on the [Cardiff University Public Information – Your Data Protection Rights](#).

Security of your information

Data Protection legislation requires us to keep your information secure. This means that your Confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure. Only members of staff who need access to relevant personal data will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, while paper files will be stored in secure areas with controlled access. You can find out more by referring to the [Cardiff University Information Security Policies](#).

Some processing may be undertaken on the University's behalf by an organisation contracted for that purpose. Organisations processing personal data on the University's behalf will be bound by an obligation to process personal data in accordance with data protection legislation.

How to make a complaint

If you have any concerns about how your data is used please contact the Chair of the Organising Committee (Dr Tony Redmond, RedmondT1@cardiff.ac.uk) in the first instance. If you remain dissatisfied you can contact Cardiff University's Data Protection Officer at inforequest@cardiff.ac.uk. We hope to resolve any of your questions, queries, or concerns but if you remain dissatisfied you can contact the Information Commissioner's Office, whose details can be found on our [Public Information](#) pages and where you can learn more about our [Data Protection policy](#).