**Information you need to know:**

The International Law and Policy in Africa Network (ILPAN) is an interdisciplinary research network, set up to promote discussion, debate and collaborative research on African issues. Further information on the institution can be found here:

[CELI Projects — University of Leicester](https://www2.le.ac.uk/departments/law/research/celi)

The Centre for European Law and Internationalisation (CELI), based at the Leicester Law School, is part of the University of Leicester. Further information on the institution can be found here: [https://www2.le.ac.uk/departments/law/research/celi](https://www2.le.ac.uk/departments/law/research/celi). The University of Leicester is the Data Controller for your information.

The Data Protection Officer is: Parmjit Singh Gill, Data Protection Officer, University Of Leicester, University Road, Leicester, LE1 7RH. Email: [dpo@leicester.ac.uk](mailto:dpo@leicester.ac.uk)

This privacy notice explains how we use your personal information and your rights regarding that information.

**What information are we collecting?**

For attendees to the online book launch;

We will collect the following personal data:

- Name and surname
- Contact details (email addresses)

For Invited Seminar speakers;

We are collecting the following personal data:

- Title (e.g. Professor or Dr)
- Name and surname
- Contact details (email addresses and institutional affiliations)
- Signature which will be on the signed consent form
- Recordings and branding of online seminars (only the speaker will be visible, other participants do not appear in the recordings) and these will be uploaded on both the CELI and the Law School websites.

**Why are we collecting your data?**

We are processing your personal data for the purposes of registering you as a speaker and attendee on the Leicester Law School’s MS Teams channel used to deliver the book launch event.

**How we will use this data?**

For both attendees and invited speakers, we will use the data collected:

- To enable you to access the online platform used to deliver the event on an individual basis

For invited speakers, we will use the data collected:

- To add the University of Leicester's branding to the recordings before uploading them on the Law School and CELI websites.
What is the legal basis for processing the data?

The legal basis for processing your personal data is consent under Article 6 (1)(a) of the UK GDPR;

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

If we are sharing your data with others who are we sharing it with?

We are not sharing your data with anyone in other departments or outside the University of Leicester.

How long we will process your data for?

We will process personal data of the invited speakers to the ILPAN/CELI Book Launch Event for 3 years (from the date of when the personal data was collected for that year).

If consent has not been withdrawn through contacting the ILPAN/CELI organisers within the 3 years, we will contact you to check if you there is anything that has changed so we can update where appropriate contact details in our database.

Personal data collected on consent forms from seminar speakers will be stored for record keeping purposes only..

We will process personal data of the attendees only for one month (from the date of when the personal data was collected for that year).

What are your rights and how to enforce them?

You have the following rights:

- To be informed about which data is collected and how it will be used.
- To withdraw your consent to the processing of your personal data.
- To have your personal data erased as an attendee or invited speaker.
- To have any incomplete or inaccurate personal data we hold about you rectified.
- To data portability; or to transfer your data from one controller to another.
- To object automated decision making of your personal data.

How to complain to the Information Commissioner’s Office?

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

- **Post:** Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF
- **Tel:** 0303 123 1113
- **Email:** contact can be made by accessing [www.ico.org.uk](http://www.ico.org.uk)