

Privacy Notice

The Tradeshow Access Programme

The Purpose of this document

The Department for International Trade (DIT) is committed to protecting the privacy and security of your information. This privacy notice described how we collect and use personal information about you in accordance with UK Data Protection legislation, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

We are required under data protection legislation to notify you of the information contained in this privacy notice. It is important that you read this notice, so that you are aware of how and why we are using your information.

What data we collect

Personal data we collect includes:

- Primary contact at the Participant or unsuccessful applicant
 - Full Name
 - Workplace Telephone Number
 - Workplace Email Address
- Signatory of the Exhibitor Grant Application Form
 - Full Name
 - Job Title

Why we need your data

The information you provide will be processed by DIT and selected third parties in order to

- To manage relationships with businesses DIT is supporting to trade or invest internationally
- To identify and secure tradeshow opportunities
- To identify businesses with the greatest propensity to trade or invest and direct them to the most appropriate advice, events and services
- To evaluate the impact of trade and investment services
- To better understand the trade and investment environment
- To better understand the domestic and international business landscape
- To target financial support at businesses to secure trade and investment opportunities
- To process business applications to access trade and investment related advice and services
- To understand barriers to trade and investment
- To design effective and intelligent trade and investment policy, services and make business decisions

Our legal basis for processing your data

The legal basis for processing your personal data is that it is necessary:

- to perform a task in the public interest
- in the exercise of our functions as a government department

How we share your information

We will, in some circumstances and where the law allows, share your data with other government departments, agencies, public bodies and third-party service providers which may include, but are not limited to:

- Amazon Web Services (AWS)
- Government Digital Service (GDS)
- TAP TCPs acting on behalf of DIT
- Local Enterprise Partners Including Local Government & Trade Bodies
- Devolved Administrations
- Adetiq

This list of third parties will be updated, should there be a requirement to share your information with any other third parties not included in this notice.

Aggregated analysis of responses may also be shared with the Information Commissioner's Office (ICO) the Government Internal Audit Agency (GIAA), and the National Audit Office (NAO).

We will not:

- sell or rent your data to third parties
- share your data with third parties for marketing purposes
- use your data in analytics

We will also share your data if we are required to do so by law or regulation – for example, by court order, or to prevent fraud or other crime.

How long we keep your data

We will only retain your personal information for as long as:

- it is needed for the purposes set out in this document
- the law requires us to,

in line with our records management and retention and disposal policy.

Subject to the paragraph above, we will retain your personal information for up to [^{**} years from the date on which it is provided or subsequently updated, in order to fulfil the purposes for which it was collected.

How we protect your data and keep it secure

We are committed to doing all that we can to keep your data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your data - for example, we protect your data using varying levels of encryption. All personal data is stored in the European Economic Area (EEA).

We also make sure that any third parties that we deal with keep all personal data they process on our behalf secure and in line with Data Protection legislation.

Your rights

You have the right to request:

- information about how your personal data is processed
- a copy of that personal data
- that anything inaccurate in your personal data is corrected immediately

You can also:

- raise an objection about how your personal data is processed
- request that your personal data is erased if there is no longer a justification for it
- ask that the processing of your personal data is restricted in certain circumstances

If you have any of these requests, get in contact with tap@trade.gov.uk.

Contacting you

We will use the personal information you provide to contact you about the specific service you have used or enquiry you have made.

In addition to this, when you provide your personal information, you have the option to provide your consent for us to contact you by email or telephone with direct marketing communications. You will only receive these communications if you have given your consent.

If you provide your consent for direct marketing, you have the right to unsubscribe at any time. For email marketing, you can do so using the 'unsubscribe' link included in all DIT marketing emails. For telephone marketing, you should inform the caller that you do not wish to be contacted.

Contacting us

If you have any questions about this privacy notice or how we handle your personal information, you can also write to us at:

Data Protection Officer

data.protection@trade.gov.uk

Department for International Trade
King Charles Street
Whitehall
London
SW1A 2AH

You can also make a complaint to the Information Commissioner, who is an independent regulator.

casework@ico.org.uk
Telephone: 0303 123 1113
Textphone: 01625 545860
Monday to Friday, 9am to 4:30pm

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Changes to this privacy notice

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial updates.

Confidentiality

Information provided whilst using this service, including personal information, may be disclosed in accordance with access to information regimes, primarily the Freedom of Information Act 2000 (FOIA).

If you want the information you provide to be treated confidentially, please be aware that, in accordance with the FOIA, public authorities are required to comply with a statutory code of practice which deals, amongst other things, with obligations of confidence.

In view of this, it would be helpful if you could explain to us why you wish that information to be treated confidentially. If we receive a request for disclosure of that information, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.