UK Community Foundations Conference 2026 Privacy Policy

1. Introduction

UK Community Foundations, or UKCF ("we", "us", or "our"), is committed to protecting and respecting the personal data that we hold. This privacy notice describes why and how we will collect and use your personal data and provides information about your individual rights. It applies to personal data provided to us, both by individuals themselves and by others. We may use the personal data provided to us for the purposes described in this privacy notice or as made clear before collecting personal data.

Personal data is any information relating to an identified or identifiable living person. When collecting and using personal data, our policy is to be transparent about why and how we process personal data.

The personal data that is provided to us is provided either directly from the individual concerned or from a third party acting on behalf of an individual. Where we receive personal data that relates to an individual from a third party, we request that this third party inform the individual of the necessary information regarding the use of their data. Where necessary, reference may be made to this privacy notice.

We process personal data for numerous purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each purpose are set out in our privacy policy which you can access on our website here.

2.1 What information do we collect?

We collect the following personal data about you:

- Full Name
- Email address
- Phone number
- Pronouns

We collect the following identifiable data about you:

- Job title
- Organisation name
- Information around your work area/hobbies/interests for your conference name badge

- Your image via photography at the event (with consent)
- Your image via static video at the event, if you are a speaker presenting at the conference

In addition, we collect the following special category data about you if you choose to disclose it:

- Accessibility information which could include data concerning health or disability

2.2 Why do we collect information about you?

We collect and hold information about you to manage the following where appropriate:

- To process your booking and contact you regarding it
- To provide you with a conference delegate name badge for networking during the event
- To send you the information you will need to attend
- To contact you regarding registration and to collect details such as accessibility and dietary requirements
- Your pronouns, to ensure we are addressing you in the way you would prefer
- Your accessibility requirements, so we can make necessary arrangements to make the event accessible to you
- To add you to the conference app so that you can access the conference agenda and other essential information
- With your explicit consent we will share delegate names and job titles amongst delegates for the purposes of networking and partnership working
- Aggregated data will be used to monitor our performance and improve for future conferences
- To contact you post conference with conference materials and to ask for your feedback in order to improve future events
- Your image (with consent) in the form of photographs at the event, to use on social media and for marketing purposes
- Recordings of you if you are a speaker presenting at the event for the purposes of sharing the recordings or parts of the recording with delegates and on social media after the event

To collect personal information UKCF needs a lawful basis for processing. It is necessary to process this information to fulfil our event terms and conditions to you, therefore our lawful basis in relation to this processing is Contract.

UKCF will also use the lawful basis of Consent (if you have explicitly consented to this), to process and share your name and job title with other delegates at the conference for the purposes of networking and partnership working. The lawful basis of Consent will also be used to process your image if you have consented which will be used on social media and in marketing materials.

When providing accessibility requirements for your participation at the UKCF conference you may provide us with information that is classed as special category data. For the collection and processing of any special category data UKCF must specify a separate condition for processing. This will be Explicit consent.

2.3 How long do we hold your information for?

We will not keep your personal information for longer than is necessary for the purposes for which we collect it unless we believe that the law or other regulation requires us to preserve it. We will retain the personal data processed by us for 6 years so that we can use insights on attendance to improve for future events. However, the data will be aggregated 2 years after the event with identifying information being removed. Images and recordings collected for the purpose of social media and marketing will be retained for the period of 6 years, however they will remain on past social media posts and in already published marketing materials.

2.4 Who do we share your information with?

Your information is shared internally with staff who require the information to conduct any of the processes listed in 2.2.

We will only share personal data with others when we are legally permitted to do so. When we share data with third parties, we put contractual arrangements and security mechanisms in place to protect the data and to comply with our data protection, confidentiality and security standards. In the case of fraud, we will share personal data with the relevant authorities, third parties under legitimate interest according to our legitimate interest assessment.

Personal data held by us may be transferred to:
Third party organisations that provide applications/functionality, data processing or IT services to us

We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud-based software as service providers, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are in secure data centres around the world, and personal data may be stored in any one of them.

Third party organisations that otherwise assist us in providing goods, services or information

The UKCF conference programme and agenda is paperless, and all information will be accessible via the CrowdComms mobile event app. We input your name and email address into the app so that you can sign up to the app and access the conference information. You can view CrowdComms privacy policy here.

We will also share some of the information you provide (name, job title and interests/hobbies) with the event management company we work with to assist us in organising the conference; ConnectIn. This is for the purposes of registration at the conference and for information printed on delegate passes. You can view ConnectIn's privacy policy here.

Your image (with consent) may be shared on our social media platforms, such as LinkedIn. It may also be included in future UKCF marketing materials which are shared on our website, social media or to external partners and the general public. If you are a speaker, your image in the form of recordings of your session will be shared amongst delegates post conference and also part of it could be shared on social media or in marketing materials.

Photos and recordings may be used in both digital and printed media such as, campaigns, promotional materials, reporting and posted on social media.

Law enforcement or regulatory agencies or those required by law or regulations

Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.

If you have consented via the conference registration form, we will also share your name, job title and organisation with other consenting conference delegates for the purposes of continuing conversations and networking after the event.

3. What do we do with your information?

Electronic information held by UKCF is stored securely on Microsoft SharePoint, Google Drive, and/or local machines. Your registration information is collected via Microsoft Forms and so will be securely stored in Microsoft 365. Images and recordings will be transferred from the recording devices (e.g., camera/phone) and uploaded and stored securely on SharePoint. Once uploaded to SharePoint, the photos will be deleted from the original recording devices.

Where possible, personal data resides within the UK territory but may be transferred to, and stored at, a destination outside the European Economic Area (EEA). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. We will take all reasonable steps to ensure that your data is treated securely, in accordance with this privacy statement.

We have taken steps to ensure all personal data is provided with adequate protection and that all transfers of personal data outside the EU are done lawfully. Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an agreement which covers the EU requirements for the transfer of personal data outside the EU.

4. What are your rights?

Individuals have certain rights over their personal data and data controllers are responsible for fulfilling these rights as follows:

- Individuals have the right to be informed about how we collect and use their personal data.
- Individuals may request access to their personal data held by us as a data controller.
- Individuals may request us to rectify personal data submitted to us or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which they registered.
- Individuals may request that we erase their personal data (where it is possible for us to do this)
- Where we process personal data based on consent, individuals may withdraw their consent at any time by contacting us.
- Individuals may have other rights to restrict or object to our processing of personal data and the right to data portability.
- Individuals may request information about, or human intervention into, any automated data processing that we may undertake.

If you wish to exercise any of these rights, please send an email to info@ukcommunityfoundations.org.

4. Complaints

We hope that you won't ever need to, but if you do want to complain about our use of personal data, please send an email with the details of your complaint to info@ukcommunityfoundations.org. We will investigate and respond to any complaints we receive.

You also have the right to lodge a complaint with the UK data protection regulator, the Information Commissioner's Office ("ICO"). For further information on your rights and how to complain to the ICO, please refer to the ICO website.

If you have any questions about this privacy statement or how and why we process personal data, please contact us at:

info@ukcommunityfoundations.org

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This privacy statement was last updated in **July 2026.**