



**GHIB**  
GHANA INTERNATIONAL BANK

## Privacy Notice – Bank Conferences and Events (and associated services)

### Privacy Notice

This privacy notice explains how Ghana International Bank plc will use your personal information and your rights under data protection legislation.

It is important that you read this notice prior to providing your information. If there are any additional privacy implications relating to the conference/event you are attending/booking, you will be advised of these separately.

### Who we are

Ghana International Bank plc is the organisation responsible for your personal data in terms of data protection legislation (the data controller). References in this notice to “GHIB” and the “Bank” are references to Ghana International Bank plc.

### Information we collect and use about you

We will collect information necessary to manage your booking/attendance at a conference/event or in relation to booking conference/event facilities and services.

For event attendees this will consist of information you provide to us when registering. The information required will be clearly set out in the registration form or our other communication sent to you for this purpose and depends on the event you are attending. At a minimum we will require your name and contact information.

Depending on the event, we may ask for some additional information (where relevant), for example:

- job title/role, company/sector of employment;
- dietary requirements;
- accessibility requirements;
- academic profile, e.g. research interests, abstract submissions;
- marketing preferences;
- product and services you have used/shown an interest in;
- passport and date of birth details (**only** where you have requested a letter from us for visa purposes to attend an event); and

Photography/filming – at some events photography and/or filming will take place. If this is the case, you will be advised in advance and at the event. Where necessary we will obtain your consent.

Video Conferencing - When events are held using video conferencing applications, some personal data may be collected by the companies who own these applications. This may include your name, username, email address, your computer's IP address and device name. Where GHIB-approved video conferencing applications are used to record meetings, personal data captured within the recording are stored for a limited period of time within the cloud service owned by that company, on behalf of the Bank. The Bank may choose to retain the recording on its own servers for a longer period. Where recording is taking place, you will be notified of this prior to the event taking place and it will be clearly visible to all participants during the event. For further information about how third-party applications may use your data, please read the privacy policy of the relevant video recording application.

## Why we require this information and our lawful basis

We require information to:

- manage your booking and/or attendance (including access and dietary requirements);
- comply with legal obligations, e.g. health and safety, public health, equality requirements and/or licensing requirements; or
- communicate with you after the event or about future events (depending on your marketing preferences).

We process your information on the basis that:

- it is necessary to fulfil a contract with you;
- it is in the legitimate interests of the Bank to process your information;
- it is necessary to deal with emergency situations (vital interests);
- we have a legal obligation, e.g. health and safety legislation or equality monitoring; or
- we have your consent to process the information.

Where we collect any special category data (for example, relating to health, racial or ethnic origin etc.), we process on the basis that:

- we have obtained your explicit consent;
- it is necessary for reasons of substantial public interest (equality of opportunity)
- we have a legal obligation, e.g. health and safety legislation or equality monitoring; or
- it is necessary to deal with emergency situations (vital interests).

## Disclosing your information

Your information may be shared with third party agents retained by the Bank to provide event services. These agents will only act under instruction from the Bank.

If the event is being organised with another partner, who your personal information will be shared with, you will be advised of this when booking the event.

Where events which involve networking, we may want to share your contact details with other attendees. If we plan to do this, we will ask for your consent when you register for the event.

## Transferring data internationally

Your data will not be shared outside the United Kingdom, unless it is to a country covered by the UK 'adequacy regulations' (declaring the recipient country as a 'safe' territory for personal data) or by another safeguard, as set out in applicable data protection legislation.

## How long your information is retained

Your personal data will only be retained for as long as is necessary. This may vary depending on the purpose of the event and if there are to be any follow-up events, for example.

Information may be retained to manage marketing lists, if you have been asked for and have provided your consent.

## Your rights

Under data protection legislation, you have various rights\* including the right to:

- withdraw consent, at any time, where that is the lawful basis of our processing;
- access your personal data and obtain a copy of that data, usually free of charge;
- rectify inaccuracies in personal data that we hold about you;
- erasure, that is have your details removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a portable copy of data you have given to us in a commonly used electronic form; and
- object to certain processing of your personal data by us.

**\*Please note that the ability to exercise these rights will vary and depends on the lawful basis under which the processing is being carried out.**

Please contact [GHIBDPO@ghanabank.co.uk](mailto:GHIBDPO@ghanabank.co.uk) if you wish to exercise/enquire about any of these rights.

## Complaints

If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer at [GHIBDPO@ghanabank.co.uk](mailto:GHIBDPO@ghanabank.co.uk).

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/concerns/>).