

## ENGINE EVENT EVENT PRIVACY NOTICE

### Overview

#### Purpose

This privacy notice explains how personal data collected for the ENGINE event (the “Event”) will be used, who will process it, the lawful basis for processing, how long we keep it, and how you can exercise your rights.

### Who we are

#### Controllers

The Event is organised by Harwell Science and Innovation Campus and the following organisations Diamond Light Source, ISIS Neutron and Muon Source, the Central Laser Facility, the National Quantum Computing Centre, the Rosalind Franklin Institute, RAL Space, The Faraday Institution, the MRC Mary Lyon Centre, the Satellite Applications Catapult, the European Space Agency, and the UK Space Agency. Where two or more organisations determine the purposes and means of processing, they act as joint controllers. Details of controller responsibilities are available in the full privacy notice [here](#).

### What we collect and why

#### Personal data collected

- Required for registration: name, organisation, work email address
- Optional: job title, dietary requirements, access/mobility requirements
- Photography/ filming: images and video captured at the Event

#### Purposes and Lawful Basis

- Event administration and attendee coordination  
Lawful basis: contract or legitimate interests (to run the Event effectively)
- Sharing attendee list with organising team  
Lawful basis: consent (obtained at registration) or legitimate interests where appropriate; attendees will be informed and given an opt-out where consent is required to be obtained
- Promotional use of images/ footage  
Lawful basis: consent; attendees may opt out on arrival
- Follow-up communications (e.g. event materials/ surveys)  
Lawful basis: consent or legitimate interests depending on the message; marketing communications will only be sent where lawful basis permits.

### Sharing and Processors

#### Who we share data with

- The event organising team (listed above) for event management
- Service providers acting as processors (email provider, ticketing platform, badge printer)
- We will not sell your personal data

### Retention

#### How long we keep data



We retain registration and contact data for up to 12 months after the Event for administrative and reporting purposes, unless a different retention period is required by law or agreed with you. Photographs used for promotion will be retained until you request removal; we will remove images from future promotional use where reasonably practicable.

## **Your rights**

You have the right to: access your personal data; request rectification; request erasure; restrict processing; object to processing; request portability; and withdraw consent where processing is based on consent. To exercise these rights, contact [dpo@arcgroup.io](mailto:dpo@arcgroup.io). You also have the right to lodge a complaint with the Information Commissioner's Office.

## **Photography and Filming**

Photography and filming may take place. Images and footage may be used for promotional purposes. If you do not wish to be photographed or recorded, inform a member of the event team on arrival or contact [dpo@arcgroup.io](mailto:dpo@arcgroup.io); we will make reasonable efforts to accommodate your request and remove images from future use where practicable.

## **Refusal or cancellation of registrations**

We reserve the right to refuse or cancel registrations where information is incomplete or inaccurate, or where the registrant or organisation is not aligned with the Event's intended audience. Refunds will be issued where applicable. Decisions will be made fairly and proportionately.

## **Security**

We implement appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing and against accidental loss, destruction or damage.

## **Contact**

Any data protection enquiries and requests to exercise your rights should be sent to:  
Data Protection Officer  
Quad Two  
Rutherford Avenue  
Harwell Campus  
OX11 0DF

## **Changes to this notice**

We may update this privacy notice. The latest version will be available on the ENGINE Eventbrite ticket page or from the organisation team on request.

Latest update: April 2026