



Cardiff Met Conferences Privacy Notice

Cardiff Met Conferences is part of [Cardiff Metropolitan University](#).
For more information about Cardiff Met Conferences please visit our [website](#).

Cardiff Metropolitan University is a Data Controller and is committed to protecting the rights of individuals in line with the General Data Protection Regulations (GDPR).

We gather and use certain information about individuals in order to run meetings and events as well as to call you or send you relevant updates and newsletters. We may collect the following information:

- Name and job title
- Contact information including email address, phone number and postal address
- Other information relevant to client enquiries
- Delegate information as required to run events

Information about the data processors can be found in the Appendix below.

Your data will be retained until such time as you let us know you no longer wish to have communications with us. You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. You also have the right to withdraw consent at any time, without affecting the lawfulness of the processing based on consent before its withdrawal.

Any requests or objections should be made in writing to the University's Information and Data Compliance Officer, Sean Weaver. Sean's contact details are:
Email: dataprotection@cardiffmet.ac.uk Telephone: 029 2020 5758

Cardiff Metropolitan University's Privacy Statement can be viewed [here](#) and the Data Protection Policy is available upon request.

Please visit the [Information Commissioner Office's](#) (ICO) website for further information in relation to [your rights](#).

If you wish to make a complaint about the way your personal data has been processed you can find details on how to do this in the Data Protection Policy, which is available upon request. If this process does not resolve your issue, or if you wish to take your complaint further, you have the right to contact the Information Commissioner. The contact details are:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

www.ico.org.uk

Cardiff Met Conferences Cynadleddau Met Caerdydd



Appendix

Cardiff Met Conferences uses the following data processors to manage your data:

Kinetic Solutions <https://www.kineticsolutions.co.uk/privacy-policy>

Qualtrics <https://www.qualtrics.com/uk/platform/gdpr/>

University Rooms <https://www.universityrooms.com/en-GB/privacy/>

Agresso <https://www.unit4.com/about/terms-and-conditions/gdpr>

Mailchimp <https://mailchimp.com/legal/privacy/>





Hysbysiad Preifatrwydd Cynadleddau Met Caerdydd

Mae Cynadleddau Met Caerdydd yn rhan o [Brifysgol Metropolitan Caerdydd](#).
Am ragor o wybodaeth am Gynadleddau Met Caerdydd, ewch i'n [gwefan](#).

Mae Prifysgol Metropolitan Caerdydd yn Rheolydd Data ac yn ymrwymedig i ddiogelu hawliau unigolion yn unol â'r Rheoliadau Cyffredinol ar Ddiogelu Data.

Rydym yn casglu ac yn defnyddio gwybodaeth benodol am unigolion er mwyn cynnal cyfarfodydd a digwyddiadau yn ogystal â'ch ffonio i anfon diweddariadau a chylchlythyrau perthnasol. Efallai y byddwn yn casglu'r wybodaeth ganlynol:

- Enw a theitl swydd
- Gwybodaeth gswllt, gan gynnwys cyfeiriad e-bost, rhif ffôn a chyfeiriad post
- Gwybodaeth arall sy'n berthnasol i ymholiadau cleientiaid
- Gwybodaeth dirprwyon fel sy'n ofynnol i gynnal digwyddiadau

Mae gwybodaeth am y proseswyr data ar gael yn yr Atodiad isel.

Bydd eich data yn cael ei gadw hyd nes y byddwch yn rhoi gwybod i ni nad ydych chi am gyfathrebu â ni mwyach. Mae gennych chi hawl i gael mynediad at wybodaeth bersonol, i wrthod prosesu eich gwybodaeth bersonol, i gywiro, i ddileu, i gyfyngu ac i gludo eich gwybodaeth bersonol. Mae gennych chi hefyd yr hawl i dynnu'ch cydsyniad yn ôl ar unrhyw adeg, heb effeithio ar gyfreithlondeb y prosesu yn seiliedig ar gydsyniad cyn ei dynnu yn ôl.

Dylid cyflwyno unrhyw geisiadau neu wrthwynebiadau yn ysgrifenedig i Swyddog Cydymffurfiaeth Gwybodaeth a Data y Brifysgol, Sean Weaver. Dyma fanylion cyswllt Sean:
E-bost: dataprotection@cardiffmet.ac.uk Ffôn: 029 2020 5758

Gellir gweld Datganiad Preifatrwydd Prifysgol Metropolitan Caerdydd [yma](#) ac mae'r Polisi Diogelu Data ar gael ar gais.

Ewch i wefan [Swyddfa'r Comisiynydd Gwybodaeth](#) am ragor o wybodaeth ynglŷn [â'ch hawliau](#).

Os ydych chi am wneud cwyn am y ffordd y mae'ch data personol wedi cael ei brosesu gallwch ddod o hyd i fanylion ar sut i wneud hyn yn y Polisi Diogelu Data, sydd ar gael ar gais. Os nad yw'r broses yn datrys y broblem, neu os ydych chi am fynd â'ch cwyn ymhellach, mae gennych chi hawl i gysylltu â'r Comisiynydd Gwybodaeth. Dyma'r manylion cyswllt:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
www.ico.org.uk

Cardiff Met Conferences Cynadleddau Met Caerdydd



Atodiad

Mae Cynadleddau Met Caerdydd yn defnyddio'r prosesau data canlynol i reoli'ch data:

Kinetic Solutions <https://www.kineticsolutions.co.uk/privacy-policy>

Qualtrics <https://www.qualtrics.com/uk/platform/gdpr/>

University Rooms <https://www.universityrooms.com/en-GB/privacy/>

Agresso <https://www.unit4.com/about/terms-and-conditions/gdpr>

Mailchimp <https://mailchimp.com/legal/privacy/>

