

RESEARCH DATA ALLIANCE 27th PLENARY MEETING EVENT POLICY (INCLUDING PRIVACY, CANCELLATION, REFUND)

Data Collection

The organisers of the [Research Data Alliance 27th In-Person Plenary Meeting \(RDA P27\)](#) will collect personal information directly from you only via the registration form fields, during the online registration process. Personal information collected is limited to your full name, professional title, email address, organisation, location, and dietary requirements. The organisers will not collect personal information about you from any publicly available sources or via other means.

Joint Data Controllers

RDA P27 is jointly organised by the Research Data Alliance Foundation (RDA) and UK Research and Innovation (UKRI). Both organisations act as joint data controllers in accordance with the EU General Data Protection Regulation (GDPR) and will have access to your personal information for the purposes set out below. The essence of the joint controller arrangement is that the RDA Foundation is the primary point of contact for data subjects and is responsible for facilitating requests relating to your personal data. A full joint controller agreement is in place between the two organisations.

Data Processor

Registration for RDA P27 is managed through Cvent, an online registration platform which processes personal data on behalf of the organisers as a data processor under GDPR. Cvent's privacy policy is available [here](#).

Legal Bases and Purposes for Processing

The organisers will use your personal information for the following purposes only. The legal basis under GDPR applicable to each purpose is indicated in brackets.

- **Event management (legitimate interest):** For activities directly related to the management of RDA P27, including logistical communications and programme updates.
- **Delegate list publication (Consent):** To publish a plenary delegate list on the P27 webpage (full name, affiliation, country only, without contact details). Your consent to this will be requested at registration and may be withheld or withdrawn at any time.
- **Aggregated statistical reporting (legitimate interest):** To provide public summary, non-identified information about delegates (e.g., numbers from different countries, numbers in different professional roles).

- **Post-event feedback (legitimate interest):** To contact you to request feedback about your experience at the P27.
- **Future RDA Plenary communications (consent):** We will ask you to Opt-in in order to contact you about future RDA Plenary Meetings. This will be managed through an email list from which you may unsubscribe at any time and at no cost.

Data Retention

Your personal data will be retained for no longer than 24 months following the conclusion of RDA P27, after which it will be securely deleted, unless a longer retention period is required by law or for the purposes of any ongoing legal dispute. Aggregated, non-identified statistical data may be retained indefinitely.

Disclosure to Third Parties

The organisers will not give your personal information to any third party unless one of the following applies:

- You have specifically consented or requested us to do so.
- You would reasonably expect that your information be passed on to the recipient as part of the provision of products or services to you ancillary to your registration for the P27.
- It is required or authorised by law.
- It will prevent or lessen a serious and imminent threat to somebody's life or health.

Your Rights

To find out more about how each organisation processes your data and your rights in relation to the Data Protection legislation please see the [RDA Privacy Notice](#) and [UKRI Privacy Notice](#).

To exercise any of these rights, or to correct or request removal of personal information held about you, please contact the P27 organisers at rdap27@stfc.ac.uk. We will respond within one month of receipt of your request, in accordance with GDPR.

REGISTRATION CANCELLATION AND REFUND POLICY

[RDA P27 registration fees](#) are subject to the below cancellation and refund conditions. Cancellation of participation must occur via email and be sent to rdap27@stfc.ac.uk.

- Cancellation notifications received **before 30 June 2026, 23:59 UTC** will be eligible for a full refund, after deduction of any fees imposed by Cvent.
- Cancellation notifications received **between 1 July 2026 and 31 August 2026, 23:59 UTC** will be eligible for a 50% refund, after deduction of any fees imposed by Cvent.
- Cancellation notifications received after **31 August 2026, 23:59 UTC** are not refundable.
- Registration transfers are accepted **until 14 September 2026**.
- **After 14 September 2026**, replacement delegates may be considered upon request in exceptional circumstances; however, dietary requirements cannot be guaranteed.

Photography and Videography

Consent and Opt-Out

If professional photography or videography is arranged for RDA P27, the organisers will seek to record sessions and networking activities for the purposes described below. We recognise that attendance at a public event does not automatically constitute valid consent to being photographed or filmed under the GDPR, and we therefore offer the following opt-out mechanism:

- **Opt-out on the day:** A coloured lanyard or badge indicator will be provided at registration to signal your preference to event photographers and videographers. Instructions on the lanyard system will be provided in your delegate information pack.
- **Post-event removal:** You may at any time request that the organisers remove any specific photograph or video featuring you by contacting rdap27@stfc.ac.uk. Requests will be processed promptly and in any event within one month, in line with your right to erasure under GDPR.

If you do not opt out, by attending RDA P27 you acknowledge that photography and videography may take place during public sessions, networking events, and other P27 activities.

Use of Materials

Photographs and video footage in which you have not opted out may be used and published by the organisers for the following purposes:

- Promotional purposes, advertising, and exhibition.
- [The RDA website](#), newsletters, and other publications.
- [Social media platforms](#) operated by RDA.
- [The RDA YouTube](#) channel.

Legal Basis for Photography Processing

Where you have not opted out, the legal basis for processing your image is **legitimate interests** namely the organisers' interest in documenting and promoting the event. This processing is proportionate and your interests and rights are protected by the opt-out mechanism described above.

P27 Registrants and Programme

The P27 organisers reserve the right at any time, in their sole discretion, to (i) refuse to accept or to retain any person as a registrant of the P27, and (ii) make alterations to any part of the programme in any manner as deemed necessary or desirable.

In the event of the cancellation of P27 all registrations will be cancelled and the amounts refunded in full.

Professional Conduct

Registrants of the P27 agree to conduct themselves in a cordial manner. The P27 organisers will not tolerate any registrant who creates a disturbance, or who is disrespectful to other registrants, organisers, speakers and attendees, exhibitors, volunteers, or staff. The organisers of the P27 reserve the right, in their sole discretion, to investigate any complaint and to dismiss any registrant found to have violated the [RDA's Code of Conduct](#), without refund of registration fees.