

# Privacy information: Processing of personal data

By consenting to the processing of your personal data, you accept that BI Norwegian Business School may store your data and send you relevant e-mail/SMS messages to handle you as a participant. The degree of personal data processing will depend on the data you send us and the more specific consent given. You also consent to that BI Norwegian Business School can process your data in other relevant systems, and use anonymized data for statistical purposes.

## Basic requirements for the processing of personal data

BI Norwegian Business School is responsible for the storage and use of your personal data (Data controller).

The data will be processed in accordance with the requirements of the Personal Data Act, and appurtenant regulations, the General Data Protection Regulation (Regulation 2016/679) and approved behavioural norms.

These rules give you a number of rights, of which the most important ones are described below. The rules also specify that your consent must be given at the same time as data about you are collected.

## The purpose of the processing

The purpose of the processing of personal data is to give you the best possible follow-up in connection with registration for teaching arrangements, courses and events to which you are invited by BI Norwegian Business School and that are organized by the school.

## Personal data categories

The following data are obligatory and are processed in connection with registration for and participation in an event:

- First name and surname
- E-mail address

The following data may be processed in connection with an event to the extent they are requested by BI Norwegian Business School:

- Country
  - Telephone number
  - Affiliation with business/organization
  - Occupation and title
  - Participant category
  - Address
  - Information on memberships \*
  - Participation in events
    - Name and date of the event
    - Registrations
    - Cancellations
  - Affiliation with one of BI's campuses
  - Specialization/programme/degree
  - Student number or BI staff ID
  - Food allergies
  - Payment information/invoice information
  - Education or courses previously taken
  - Information for hotel use and room reservation
    - Information on memberships\*
    - Information on fellow traveller(s)
    - Type of room
  - Other practical information requested by the organizer in connection with the relevant event
- \* = including membership in unions, if you have consented to this.

## **Information security**

BI Norwegian Business School complies with the requirements for information security laid down in The Personal Data Regulations Chapter 12 and The General Data protection Regulation.

The organizer uses Proviso AS as data processor in connection with the organization of events. All your data will be processed through Proviso's events system.

## **Storage period**

The data are stored in accordance with your consent. If you withdraw your consent, your information will be erased within one week of the conclusion of the event.

Data stored in connection with registration for events with a participation fee, are considered necessary for invoicing and payment purposes and must, pursuant to the accounting legislation, be stored for a period of 5 years.

Data stored in connection with registration for events without a participation fee or other financial transactions, are stored for a period of 3 years.

Data stored pursuant to requirements specified in the legislation mentioned above will only be processed for such purposes, and access to the data will be strongly restricted.

## **Rights – additional information**

You are entitled to access to the information stored about you and may demand correction of your data. You may also demand erasure of your data.

As regards access to information, or erasure and additional information, see bi.no under privacy statement or contact BI Norwegian Business School at [info@bi.no](mailto:info@bi.no).

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