

Black History Month 2020 Privacy Notice – Atos staff and external visitors

What personal information will be collected and how will it be used by Atos:

This privacy notice explains how Atos will process your personal data if you decide to sign up for any of the events.

When you sign up you will be asked for your name, email address, the name of the organisation that you work for and the country that you are located in.

This information is requested so that (1) you can be provided with access to the events; (2) so that Atos can assess attendance of both Atos staff and external visitors at the events; and (3) so that Atos can contact attendees to seek feedback or provide access to recordings.

In the case of attendees from Network Rail, Atos will process these attendees' details on behalf of Network Rail in line with the separate privacy notice that Network Rail has provided.

Atos will not retain the personal data that it collects for longer than two months.

Please note that sessions may be recorded and distributed and that therefore any contributions made by individuals during these sessions may form part of a recording. See also section on **Recordings** below.

Your rights

You have the right to request access, rectification or erasure of your personal data. You may also have the right to ask for a copy of your personal data in a portable format, or to request restriction or object to the processing of your personal data. To exercise these rights, please complete this [online form to contact the Atos Data Protection Office](#).

To find out more about your rights you can visit the Information Commissioner's Office website at <https://ico.org.uk/>.

Recordings

The events that you attend may well be recorded and played at other opportunities within Network Rail and also within Atos. We will tell you if this is the case both prior to filming and at the start, please ensure that your camera is switched off if you do not wish to be featured.