

Events Policies

Thank you for booking to attend an event at the School of Advanced Study. The School of Advanced Study is part of the University of London.

Privacy Notice

The University is subject to the General Data Protection Regulation and the Data Protection Act 2018. In addition to the events information below, the general University of London privacy notice, which includes information about your rights, our policies and the contact details of our data protection officer, is available at <https://london.ac.uk/about-us/how-university-run/policies/privacy-notice>

If you are just attending our event

We will collect the following data from you in order to facilitate your attendance:

- contact details
- special dietary or access arrangements

We will not collect your payment details. Any payments required will be made via a secure 3rd party payment solution.

The University will create statistical information - such as attendance figures - from its customer data in order to plan and improve its services. This data will not identify individuals. We will also use this information to contribute to external reporting to our funders and government departments to demonstrate how we are promoting and facilitating research in the humanities.

If you opt into joining our mailing list

If you opt-in on the form, we will ensure that you are aware of other events at the School that you may be interested in attending. Therefore we would also like to store your preferences and interests and hold your details on a mailing list. You may unsubscribe any time you like.

Where you have other relationships with the University (such as an alumni membership or a Library card), the University may make a note of this on your SAS events record. Your data will also be added to the University's Development Office database for the purposes of identifying what our friends and event attendees are interested in, to ensure the accuracy of our data and to build on any existing relationship we may already have with you. Please see this link for further information. If you would like to be removed from this database, please contact the [Development Office](#) at the University of London, Malet Street, London WC1E 7HU UK or development@london.ac.uk.

Your data will be stored for as long as you wish to receive updates and further information about the School and the University. If you would prefer to discontinue your membership and remove your

details from our database, simply email sas.events@sas.ac.uk - the University will retain your name on a 'suppression list' to ensure you are not contacted again.

The University may use an external contractor or 'data processor' to store or manage its data. They will process this data only for purposes specified by the University and will be bound by contract to meeting the University's obligations under data protection law. Your personal data will not be passed to any other third party without your consent, except where the University is required to do so by law.

Your rights

You have a number of rights under the Data Protection Act, such as the right of access to your data (the 'Subject Access Right'), the right to object to direct marketing and the right to prevent processing likely to damage and distress. For more information please see the University's Data Protection policy.

Refunds and Cancellations

To cancel a place on any School of Advanced Study short courses, conferences, workshops, lectures, summer schools or any other event, notice of cancellation must be given by email or telephone to the event organiser in the relevant institute.

- If you cancel at least 30 days prior to the start of the course you will receive a refund minus a 10% administration fee.
- If you cancel between 30 and 14 days prior to the start of the event you will receive a 50% refund.
- If you cancel less than 14 days before the event you will not be entitled to a refund.
- No refund will be made for non-attendance on the course.
- Where you have paid for short courses and summer schools that require academic approval before an offer of a place is made, you will be given a full refund if you are not offered a place.
- If you pay for an event, are placed on a waiting list but no place becomes available, you will be given a full refund.

Refunds apply to partial cancellations.

Substitutions are allowed as long as these are notified to the event organiser.

For free events, please remember to let the conference organiser know as soon as possible but as a minimum 24 hours before the event is due to take place.

Privacy and Security

To make sure you always have the highest level of security, your payment details are not held by the University once payment has been made. We will store details of you and your event request on our system so that we can efficiently process your order.

Payment

Full payment is required for all events at the time of booking. Payment is preferred by debit/credit card. Refunds will only be made onto the card used for the original purchase.

Please allow up to 28 days for a refund.

Cancellations by the School of Advanced Study

The School of Advanced Study and its member Institutes cancel events only when absolutely necessary, but reserve the right to do so, as well as to reschedule events and substitute presenters. If an event is cancelled, you may request to transfer to another event, or receive a full refund. Please note that the School will not be held liable for any accommodation or associated travel costs should an event be cancelled or rescheduled.

We understand that from time to time emergency situations occur which prevent you from attending an event. In such cases please contact the event organiser to discuss your case.