

Withdrawing Consent

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CEME Conference Centre:

The main method for the withdrawal of consent for CEME Conference Centre will be:

By clicking either the 'Opt Out' link or the 'Unsubscribe' link in any electronic / digital email, e-newsletter or e-shot correspondence received by a contact, client or supplier

The contacts details will then be removed from the email distribution system, CEME Conference Centre and affiliated third party databases and, if relevant, from the Rendezvous event management system client profiles. Where automatic notification of removal through the email distribution system is not provided, email confirmation will be provided from CEME Conference centre within 72 hours

Withdrawal may also be given through any of the following methods:

Via email to the Conference Director - eamonn.cole@ceme.co.uk or to marketing@ceme.co.uk

Via email to DSAR@ceme.co.uk

Via letter to Company Secretary of CEME at the business address

Via request form available for download from the website or hard copy of the form from CEME reception

The request should contain the following:

Name and address identifying the person for whom the consent is being

withdrawn

Area from where the consent is being withdrawn ie Conference Centre, Innovation Centre or all of CEME

The Company Secretary will then validate the data subject and approve the withdrawal of the consent. The company Secretary will instruct the relevant department/s in writing to identify the subject in the system for processing and to mark the the data that the consent has been withdrawn ensure that no further contact is made with the individual who has withdrawn consent.

The relevant department/s will confirm back to the Company Secretary that the data processing for the data subject has been stopped in writing.

The withdrawal request is logged and subject is notified of consent withdrawal and processing stopped.

Any request relating to the withdrawal of consent relating to Purple WiFi will follow the following process

The subject will be informed of Purple WiFi are an outsourced supplier that operates its own GDPR process

They will be directed to the Purple WiFi portal for withdrawal of consent process

Steps

Step Number	Step	Details
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