

PRIVACY NOTICE FOR TAKING CHARGE: OPEN TENDERING FOR EV CHARGING CONCESSIONS VIRTUAL EVENT

This privacy notice pertains to the "Taking charge: Open tendering for EV charging concessions" virtual webinar (the "Event") organised by Steer Davies & Gleave Limited ("Steer") in collaboration with Ashfords LLP ("Ashfords"), using Streamyard for registration and event hosting.

Purpose of data collection

The purpose of collecting your personal data is to facilitate your registration and participation in the webinar focused on open tendering for EV charging concessions. Additionally, with your consent, we may use your information to notify you about future events and promotional activities organised by Steer and Ashfords.

Data Controller

For this Event, Steer is the primary Data Controller. Steer is responsible for providing you with this privacy notice and is a point of contact for any questions or concerns you may have about your privacy, and in relation to any rights you may want to exercise as a data subject (see below for further details).

Data we need to collect and why

To administer the Event, we will need to collect the following information from you as part of the registration process:

- Your email address
- Your first name
- Your surname
- Company name
- Your job role
- Your phone number

Collecting the information listed above will enable you to register for the Event and may, if you consent, allow Steer and Ashfords to contact you in relation to future events and promotional activities.

Who we share your data with and why

- **Streamyard:** Used for both registration and event hosting. Streamyard may send or host data outside the EEA with appropriate safeguards. You can review Streamyard's privacy notice [here](#).
- **Ashfords LLP:** As a partner in the Event, Ashfords will have access to the registration data. This allows them to engage with participants and follow up with you regarding the Event or related opportunities. Ashfords' use of your data is governed by their own privacy policies, which you can review [here](#).

Data security and retention

We will keep your personal data securely on our servers in the UK. We keep personal data in accordance with our internal retention procedure. If you have any questions regarding data retention or any concerns about how long we keep your information, please contact us using the details below.

Lawful basis for processing

We process your personal data on the lawful basis of our legitimate interests in marketing to our clients and potential clients, and in relation to providing the Event for the benefit of attendees. We will ask for your consent to be contacted by us and Ashfords in relation to future events and promotional activities.

Direct marketing

We and Ashfords may use your contact details to send you marketing materials, provided we are permitted to do so by law. You always have the right to unsubscribe from any marketing. You can do so by contacting us or Ashfords directly using the details below.

How long we will keep your data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for.

Your rights as a data subject

You have the right to ask for access to your data and, where data is found to be inaccurate, to have that data corrected. In certain circumstances, you have the right to have data held about you erased or the use of it restricted. You may also object to processing.

You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it by contacting: privacy@steergroup.com. You can opt-out by contacting privacy@steergroup.com.

Contact information

If you have any questions about this privacy notice or our data practices, please contact us at:

- **Email:** privacy@steergroup.com
- **Address:** Steer Davies & Gleave Limited, 14-21 RUSHWORTH STREET, LONDON, SE1 0RB, UK.

For any questions specific to how Ashfords handles your data, please contact:

- **Email:** Risk&Compliance@ashfords.co.uk
- **Address:** CORNET VINCENT SEGUREL, 251 bd Pereire – 75852 Paris, France