

## Privacy Notice – Physical (In Person) and Digital (Online) Events

The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, 12b Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000. The data collected may be used by UHI or any of the [UHI partner colleges](#) for the purposes listed in this notice.

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at [dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@uhi.ac.uk)

This privacy statement relates to the following process:

Arrangements for both physical (in person) and digital (online) events involving speakers, guests, students, and members of the public.

Some processes are common to all kinds of events. Where specific processes apply to physical (in person), or digital (online) events, this is highlighted.

Your information will be used for the following purposes:

Purpose 1: Event registration and delivery – All	We will collect the data we need to register you for the event, provide you with tickets and access to the event. We will communicate any updates or changes to the event and may send you reminders.
Purpose 2: Security and Health and safety – Physical Events	We may be required to populate an event delegate list for the venue's safety purposes and risk assessment under the Fire (Scotland) Act 2005 part III. We may need to process your data for Health and Safety purposes depending on the nature and venue of an event.





opt-out of receiving further communication about your donation by contacting [development@uhi.ac.uk](mailto:development@uhi.ac.uk)

Purpose 9:  
Photography -  
Physical events

Photographs may be taken of an

Purpose 6: Event  
feedback

#### Purpose 6: Event feedback

The processing is undertaken under the legitimate interest of: The University of the Highlands and Islands. Summary of legitimate interest: There are a number of benefits to gathering event feedback which include:

Delivering interesting and inspiring events helps the university inform, educate, enhance its worldwide reputation and engage with its wider audience. I

Gathering event attendees views, comments and feedback helps us to:

- widen the range of events
- make events more relevant to the audience
- improves technical issues and access to events
- raises the profile of the university and its departments and research areas to the public
- enhances the registrants' experience

#### Purpose 9: Photography at physical events

The processing is undertaken under the legitimate interest of: The University of the Highlands and Islands. Summary of legitimate interest: There are a number of benefits to taking photographs at which include:

- marking and celebrating an event, for example in the case of an inaugural professorial lecture
- raising the profile of the university and its departments and research areas and to the public
- marketing and encouraging attendance to future university events
- creating materials for teaching students

The data being used may include special category (sensitive) data if you choose to provide that to us. We may collect your health data or data indicative of your health (dietary requirements or access requirements) to make any reasonable adjustments we can to provide access and to, and improved comfort and experience at our events.

We may ask for dietary requirements and any access considerations, including technical access, to ensure we can provide the attendee with the best event experience possible.

We may ask you to provide access considerations (and where necessary relevant health data) to make any reasonable adjustments we can to provide access and to, and improved comfort and experience at, our events. You are not obliged to provide this data, but it may help us accommodate you and enhance your experience. We may also collect data about your health if it is pertinent to the health and safety of you or others attending the event.

Our lawful basis for processing your data is that processing is undertaken for a matter of substantial public interest. That interest being that the processing is required under an enactment in the public interest – our legal obligation to make reasonable adjustments to afford access to guests at our events under the Equality Act.

In order to achieve this we may have to share the data you provide with our venue partners or artists/speakers, and only where provision of the data is necessary for the legal aim.

If you were to withhold the personal information we require for this process, the consequences would be:

Purpose 1: You would not be able to register for and take part in the event

Purpose 2: If UHI is legally required to collect and process personal data for security or health and safety reasons and you do not provide the required data, UHI may not be able to accommodate you at the event and you may not be able to attend.

Purpose 4: You would not receive marketing information

Purpose 5: We would not be able to make reasonable adjustments

Purpose 7: We would not be able to process your payment, and you would not be able to attend the event

Purpose 8: We would not be able to process your donation

Your data will, or may, be shared with the following recipients or categories of recipient:

Purpose 1: Event registration and delivery

The university may use the services of Eventbrite as a data processor to assist us with the registration of (t)-62eod(t)-6.7 (h )11.3 (t)-6.7 (he )1

publication of events	<p>YouTube channel). UHI may publish the recording in other locations online.</p> <p>Please read the international transfer section for more information about publication of recordings.</p>
Purpose 4: Marketing	Your data will not be shared with any other organisation for this purpose.
Purpose 5: Reasonable adjustments	Your data may be shared with UHI's equality team, the event venue, and relevant members of event staff.
Purpose 6: Event feedback	Your data will not be shared with any other organisation for this purpose.
Purpose 7: Event payment processing	Eventbrite process the payment on UHI's behalf. Details of your payment will be shared with UHI's finance department for their ( dJ 0.6 (6EMC 2-62

	<p>YouTube channel). UHI may publish the recording in other locations online.</p> <p>Please read the international transfer section for more information about publication of recordings.</p>
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Your data will be retained for the following length of time:

Purpose 1: Event registration and delivery	<p>Your data will be held in the UHI's Eventbrite area for up to four months. UHI will delete your data from the attendee list within four months of the event taking place.</p> <p>Please note that if you have an Eventbrite account, Eventbrite will hold data about you for its own purposes in keeping with their own terms of service for your Eventbrite account.</p>
Purpose 2: Security and Health and safety	<p>UHI will delete this data within one month of the event taking place unless the Police directly requires us to hold it for longer.</p>
Purpose 3: Recording and publication of events	<p>The recording will be kept by UHI until it considers the recording is no longer of promotional, academic, historical, or cultural relevance or benefit. The recording may be archived by UHI at this point or before.</p> <p>Online: UHI will not delete the video from the location(s) to which it posts the videos unless it considers that the recording is no longer of promotional, academic, historical, or cultural relevance or benefit.</p>
Purpose 4: Marketing	<p>Three years from the end of the academic year (July) in which you gave consent for the marketing emails. UHI may contact you near the end of this period to ask if you would like to continue to receive these emails for longer.</p>
Purpose 5: Reasonable adjustments	<p>Your data will be deleted within one month of the event taking place.</p>
Purpose 6: Event feedback	<p>Your data will be held in the UHI's Eventbrite area for up to four months. We will not contact you for event feedback any later than four months after the event.</p>
Purpose 7: Event payment processing	<p>A basic record of your payment will be kept in the finance department for 1.675.9 (1) and 5.0 (1) (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) (bs) (bt) (bu) (bv) (bw) (bx) (by) (bz) (ca) (cb) (cc) (cd) (ce) (cf) (cg) (ch) (ci) (cj) (ck) (cl) (cm) (cn) (co) (cp) (cq) (cr) (cs) (ct) (cu) (cv) (cw) (cx) (cy) (cz) (da) (db) (dc) (dd) (de) (df) (dg) (dh) (di) (dj) (dk) (dl) (dm) (dn) (do) (dp) (dq) (dr) (ds) (dt) (du) (dv) (dw) (dx) (dy) (dz) (ea) (eb) (ec) (ed) (ee) (ef) (eg) (eh) (ei) (ej) (ek) (el) (em) (en) (eo) (ep) (eq) (er) (es) (et) (eu) (ev) (ew) (ex) (ey) (ez) (fa) (fb) (fc) (fd) (fe) (ff) (fg) (fh) (fi) (fj) (fk) (fl) (fm) (fn) (fo) (fp) (fq) (fr) (fs) (ft) (fu) (fv) (fw) (fx) (fy) (fz) (ga) (gb) (gc) (gd) (ge) (gf) (gg) (gh) (gi) (gj) (gk) (gl) (gm) (gn) (go) (gp) (gq) (gr) (gs) (gt) (gu) (gv) (gw) (gx) (gy) (gz) (ha) (hb) (hc) (hd) (he) (hf) (hg) (hh) (hi) (hj) (hk) (hl) (hm) (hn) (ho) (hp) (hq) (hr) (hs) (ht) (hu) (hv) (hw) (hx) (hy) (hz) (ia) (ib) (ic) (id) (ie) (if) (ig) (ih) (ii) (ij) (ik) (il) (im) (in) (io) (ip) (iq) (ir) (is) (it) (iu) (iv) (iw) (ix) (iy) (iz) (ja) (jb) (jc) (jd) (je) (jf) (jg) (jh) (ji) (jj) (jk) (jl) (jm) (jn) (jo) (jp) (jq) (jr) (js) (jt) (ju) (jv) (jw) (jx) (jy) (jz) (ka) (kb) (kc) (kd) (ke) (kf) (kg) (kh) (ki) (kj) (kk) (kl) (km) (kn) (ko) (kp) (kq) (kr) (ks) (kt) (ku) (kv) (kw) (kx) (ky) (kz) (la) (lb) (lc) (ld) (le) (lf) (lg) (lh) (li) (lj) (lk) (ll) (lm) (ln) (lo) (lp) (lq) (lr) (ls) (lt) (lu) (lv) (lw) (lx) (ly) (lz) (ma) (mb) (mc) (md) (me) (mf) (mg) (mh) (mi) (mj) (mk) (ml) (mm) (mn) (mo) (mp) (mq) (mr) (ms) (mt) (mu) (mv) (mw) (mx) (my) (mz) (na) (nb) (nc) (nd) (ne) (nf) (ng) (nh) (ni) (nj) (nk) (nl) (nm) (nn) (no) (np) (nq) (nr) (ns) (nt) (nu) (nv) (nw) (nx) (ny) (nz) (oa) (ob) (oc) (od) (oe) (of) (og) (oh) (oi) (oj) (ok) (ol) (om) (on) (oo) (op) (oq) (or) (os) (ot) (ou) (ov) (ow) (ox) (oy) (oz) (pa) (pb) (pc) (pd) (pe) (pf) (pg) (ph) (pi) (pj) (pk) (pl) (pm) (pn) (po) (pp) (pq) (pr) (ps) (pt) (pu) (pv) (pw) (px) (py) (pz) (qa) (qb) (qc) (qd) (qe) (qf) (qg) (qh) (qi) (qj) (qk) (ql) (qm) (qn) (qo) (qp) (qq) (qr) (qs) (qt) (qu) (qv) (qw) (qx) (qy) (qz) (ra) (rb) (rc) (rd) (re) (rf) (rg) (rh) (ri) (rj) (rk) (rl) (rm) (rn) (ro) (rp) (rq) (rr) (rs) (rt) (ru) (rv) (rw) (rx) (ry) (rz) (sa) (sb) (sc) (sd) (se) (sf) (sg) (sh) (si) (sj) (sk) (sl) (sm) (sn) (so) (sp) (sq) (sr) (ss) (st) (su) (sv) (sw) (sx) (sy) (sz) (ta) (tb) (tc) (td) (te) (tf) (tg) (th) (ti) (tj) (tk) (tl) (tm) (tn) (to) (tp) (tq) (tr) (ts) (tt) (tu) (tv) (tw) (tx) (ty) (tz) (ua) (ub) (uc) (ud) (ue) (uf) (ug) (uh) (ui) (uj) (uk) (ul) (um) (un) (uo) (up) (uq) (ur) (us) (ut) (uu) (uv) (uw) (ux) (uy) (uz) (va) (vb) (vc) (vd) (ve) (vf) (vg) (vh) (vi) (vj) (vk) (vl) (vm) (vn) (vo) (vp) (vq) (vr) (vs) (vt) (vu) (vv) (vw) (vx) (vy) (vz) (wa) (wb) (wc) (wd) (we) (wf) (wg) (wh) (wi) (wj) (wk) (wl) (wm) (wn) (wo) (wp) (wq) (wr) (ws) (wt) (wu) (wv) (ww) (wx) (wy) (wz) (xa) (xb) (xc) (xd) (xe) (xf) (xg) (xh) (xi) (xj) (xk) (xl) (xm) (xn) (xo) (xp) (xq) (xr) (xs) (xt) (xu) (xv) (xw) (xx) (xy) (xz) (ya) (yb) (yc) (yd) (ye) (yf) (yg) (yh) (yi) (yj) (yk) (yl) (ym) (yn) (yo) (yp) (yq) (yr) (ys) (yt) (yu) (yv) (yw) (yx) (yz) (za) (zb) (zc) (zd) (ze) (zf) (zg) (zh) (zi) (zj) (zk) (zl) (zm) (zn) (zo) (zp) (zq) (zr) (zs) (zt) (zu) (zv) (zw) (zx) (zy) (zz)</p> <p>following period:</p> <p>End of financial year in which the payment is made, plus six years.</p>



your donation and then stored in UHI's relationship management database.

Your information will be retained by UHI for the following periods:

Your data in UHI's relationship management database:

Five years from your donation or last interaction with UHI, whichever is later.

(This period may be extended if you submit a Gift Aid declaration after making the donation and the Gift aid declaration needs to be held for period extending beyond the set deletion date for the record of your donation – see purpose 4).

Details of your donation being held by UHI's Finance department:

A basic record of your donation will be kept in the finance

takes place on the following basis: The transfer is made subject to EU Standard Contractual Clauses with Eventbrite.

Purpose 4: Marketing

Purpose 8: Donation processing and follow up

2) If you consent to marketing or if you make a donation then we will add you to our relationship management database. The database vendor (Raiser's Edge) store your data on our behalf. Our database vendor (Raiser's Edge) is an international organisation, and it

- Enabling the university to educate and to disseminate information and research knowledge to the general public and within the university
- Raising the profile of the organisation to the general public
- Publicising any research being carried out within the university to the wider academic community and to the public
- Recording and sharing these events also contributes to a culture of learning and research within the university and engages with students, potential and existing and the public in general

Your right to withdraw consent and how this may be limited once your data has been transferred.

Your data may be accessed by third countries in countries with no data protection laws and these parties may use your data in a way that would be unlawful under the UK GDPR/GDPR, but which are lawful in their own country. In such circumstances you would likely have limited, or no, ability to stop or influence that processing.

There are risks involved with international transfers and you should only consent if you have read and understand the above and still wish to proceed.

Limits on rights due international transfers:

Your ability to exercise your rights once an international transfer has taken place may be limited. If your data is transferred to a country without the UK GDPR/GDPR or other similar laws and protections you may not be able exercise these, or any other, data protection rights in respect of the transferred data. Your rights under the UK GDPR/GDPR are listed in the next section.

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data. If you do not wish to receive the event feedback survey please email the event organiser at the email address advertised in the university webpage for the event / Eventbrite 'contact the organiser' option.
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.