

University of the Highlands and Islands LTA Events

**Privacy notice**

This privacy notice applies to data collected concerning the events coordinated through the Learning and Teaching Academy, University of the Highlands and Islands.  Please read the following statement carefully before registering for any of our events.

**Data controller**

The data controller for the data collected through registering and attendance of events is the Learning and Teaching Academy (lta@uhi.ac.uk) - University of the Highlands and Islands An Lòchran, Inverness Campus, Inverness IV2 5NA.

**Contact for queries or concerns**

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 processes**

This privacy notice applies to the data collected and stored in Sharepoint and on occasion Eventbrite (for large event registration). This includes: attendees’ names, Academic Partner, email addresses, dietary and access requirements where applicable. Data gathered using Eventbrite is held in accordance with their [GDPR Compliance and privacy policy.](https://www.eventbrite.co.uk/blog/gdpr-at-eventbrite-ds0d/)

**The legal reason for using the data**

The justification for using the data is that it is necessary for the management of event coordinatation (registering participants, sending joining instructions),

Data is also added to an LTA mailing list, for future dissemination of upcoming LTA events, through outlook email. You may opt out of these additional communications.

The legal reason for using your data is that you have given consent for the use as you have a genuine choice to participate in LTA events.

LTA webinar sessions are held on Cisco Webex Meetings and are usually recorded for the purpose of being able to share the sessions with those who cannot attend at the time. The facilitator of the session will advise you at the beginning of the session that the recording is about to start. If you vocally contribute to the session, this will be on the recording, however the chat pane is not recorded so if you would rather give a contribution to the session without this being recorded, the chat function is available. Please let the LTA team know prior or after the webinar if you are not comfortable with the session being recorded and distributed. For more information on Cisco Webex Meetings, their separate privacy policy can be found [here](https://trustportal.cisco.com/c/dam/r/ctp/docs/privacydatasheet/collaboration/cisco-webex-meetings-privacy-data-sheet.pdf).

**Your information will be used for the following purposes**

Registering you on the event, communications in relation to the event (joining instructions), contacting you afterwards to invite you to complete evlautaition surveys (separate privacy policy applies, see [here](https://www.uhi.ac.uk/en/t4-media/one-web/university/learning-and-teaching-academy/privacy-notices/Learning-and-teaching-academy-Jisc-Online-Survey-privacy-notice.pdf)).

**How this data is stored**

Data collected by email is stored in the LTA’s secure Sharepoint site. Data gathered from Eventbrite is initially stored within Eventbrite and then downloaded and stored securely in the LTA’s SharePoint site.

**Who can access this data**

Data can **only** be accessed by the University’s Learning and Teaching Academy team.

**How your data may be shared**

Data will only be shared with the University’s Learning and Teaching Academy team.

**Opportunity to withdraw your data**

You can ask for your data to be removed from Sharepoint at any point within the 5 year retention period.

**Further / future use of your data**

Anonymised datasets produced in relation to the LTA events will be used to ensure the effective management of the event programme. The dataset does not contain your name or any other personal data.  Subsets and selected findings from the dataset may be used in internal reports for circulation within the university and potentially for external, peer-reviewed publications.

**Data retention**

Data is held In line with our university retention and disposal policy. Data event registration and attendance, and summaries and analyses of responses of surveys will be held for 5 years following registration and/or the completion of the survey, synchronous online focus group and follow-up interviews. The retention period does not apply to any materials published as a result of this project.

Data held in the LTA mailing list (email, name) will be held for the duration of the time of employment at the university, or until the individual requests to be removed from the mailing list.

**Rights of data subjects**

The following rights are the 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
* The right to request erasure (deletion) of your personal data
* The right to data portability

**Complaint with the Information Commissioner’s Office**

You also have the right to lodge a complaint with the Information Commissioner’s Office about our handling of your data. The Information Commissioner’s Office is UK’s independent authority set up to uphold information rights in the public interest. Their website is [www.ico.org.uk](http://www.ico.org.uk/). 