



Privacy Notice

Royal Studies Conference: Kings and Queens 10 – Royal Patronage: Material Culture, Built Heritage and the Reach of the Crown

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

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

This privacy statement relates to the following process:

Purpose 1: Register your place at the conference.	The aim of this is to use the data to facilitate your registration, payment for, and subsequent attendance of the conference.
Purpose 2: Administer your attendance at the conference	The aim of this is to use the data to facilitate your participation in the event and ensure that you get the most out of this as either a contributor or participant by informing you of organisational details and news about the conference.
Purpose 3: Creation and publication of promotional material for conference (speakers and partners only)	<p>For speakers: provision of title and name, affiliation, conference paper title/ poster titles, abstracts etc.</p> <p>For partners: in addition to above, the official logos that you have provided.</p> <p>The aim of this is to use this data to create the conference programme and other associated materials to advertise the conference, programme of events and registration. This is to facilitate a good attendance rate and high profile.</p>
Purpose 4: Provide a list of attendees to attendees	<p>Provision of your: Title, Name, email address, affiliation, and – optionally should you have one and wish to share it – Twitter handle.</p> <p>This information will be provided to facilitate network building amongst the Royal Studies Network (RSN) and Royal Studies research community, and the latter will help to promote your work via social media coverage of the conference.</p>
Purpose 5: Recording of sessions (speakers only)	We are recording presentations and talks in this conference. The aim of this is to provide access to content for registered attendees (particularly those in different time zones who may not be able to attend live or who are unable to attend at certain times due to caring responsibilities or employment commitments) to the entire conference programme. The recordings will be made in Cisco WebEx (where they are stored) and made available via links/passwords distributed via an encrypted Dropbox file to registered attendees of the conference only. These recordings will only be retained on Cisco WebEx for a limited period (see below).



<p>Purpose 6: Information submitted for the purpose of publication (partners and publishers only)</p>	<p>Partners and publishers only: information provided about your partner institution or project for publication, including project details and contacts details. The exact data to be published for each partner will be arranged with each partner in advance.</p> <p>This aim of this is to provide publicity for the conference partners and other sponsors/ contributors who wish to advertise their own institution, projects, publications etc. through the public facing RSN website.</p>
<p>Purpose 7: Provision of submitted materials to conference attendees (presenters and partners only)</p>	<p>Provision of information including:</p> <ul style="list-style-type: none"> • Your name and affiliation • Paper title and paper abstracts • Biographical materials (as provided) • Links to the video conference sessions • Recordings (where you have given consent) • Posters and pre-recorded presentations <p>The aim of using this data is to provide all registered speakers and attendees of the conference with the relevant materials that they need to participate in the event.</p>

Your information will be used for the following purposes:

Our legal reason for using the data is:

<p>Purpose 1: Register your place at the conference.</p>	<p>Contract - The processing is necessary for the performance of a contract, that being the contract for delivery of the conference.</p>
<p>Purpose 2: Administer your attendance at the conference</p>	<p>Contract - The processing is necessary for the performance of a contract, that being the contract for delivery of the conference.</p>
<p>Purpose 3: Creation and publication of promotional material for conference (speakers and partners only)</p>	<p>Contract - The processing is necessary for the performance of a contract, that being the contract for delivery of the conference.</p>
<p>Purpose 4: Provide a list of attendees to attendees</p>	<p>Consent – You have given consent to the provision of these details.</p>
<p>Purpose 5: Recording of sessions (speakers only)</p>	<p>Consent – You have given consent to the recording of your papers and publication of these recordings.</p>



Purpose 6: Information submitted for the purpose of publication (partners and publishers only)	Consent – You have given consent to the publication of submitted material.
Purpose 7: Provision of submitted materials to conference attendees	Contract - The processing is necessary for the performance of a contract, that being the contract for delivery of the conference. And, Consent (video only) - You have given consent to the recording and publication of these recordings (see Purpose 5).

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

Purpose 1: Register your place at the conference.	Eventbrite: We are using Eventbrite to collect information when you register for this event. This is a third-party service which is not operated by the University of the Highlands and Islands. See the Eventbrite privacy policy .
Purpose 2: Administer your attendance at the conference	Eventbrite: We are using Eventbrite to collect information when you register for this event. This is a third-party service which is not operated by the University of the Highlands and Islands. See the Eventbrite privacy policy . Cisco WebEx VC (UHI's Video conference provider). UHI Dropbox (UHI's file sharing provider).
Purpose 3: Creation and publication of promotional material for conference (speakers and partners only)	This data will be shared with other contributors and conference team and attendees and UHI marketing team. In addition, the information will be shared in a public-facing part of the RSN website and will be accessible to any person in any country. It will be also promoted through social media, the Royal Studies Network website and newsletter and other pertinent avenues (such as UHI History Events mailing lists and UHI History social media channels and other marketing).
Purpose 4: Provide a list of attendees to attendees	An attendee contact list will be provided to other registered attendees via UHI Dropbox (UHI's file sharing provider). If you chose to share your Twitter handle, this will also be passed to RSN Social Media Officer.
Purpose 5: Recording of sessions (speakers only)	Registered attendees of the conference (noting that UHI cannot control further use or publication by those individuals). Cisco WebEx VC (UHI's Video conference provider).



	UHI Dropbox (UHI's file sharing provider).
Purpose 6: Information submitted for the purpose of publication (partners and publishers only)	The information will be shared in a public-facing part of the RSN website and will be accessible to any person in any country.
Purpose 7: Provision of submitted materials to conference attendees	Registered attendees of the conference (noting that UHI cannot control further use or publication by those individuals). UHI Dropbox (UHI's file sharing provider). Poster and Fringe presenters only: Mahara (UHI's blogging and portfolio provider – to facilitate the best mode of sharing your work)

Your data will be retained for the following length of time:

Purpose 1: Register your place at the conference	By EventBrite: for the duration required for the provision of services relevant to the conference, unless you have chosen to create an account with EventBrite, or as a ticket purchaser you have chosen to opt-in to receive communications. In this case, you will be governed by Eventbrite's privacy policy as this is a third-party service which is not operated by the University of the Highlands and Islands.
Purpose 2: Administer your attendance at the conference	By UHI (attendees): for the duration of the conference (unless you consent to Purpose 4, see below) By UHI (Sponsors, partners and speakers/contributors): for two years following the event to facilitate future collaborations on outputs/publications. Cisco WebEx VC (UHI's Video conference provider): for the duration of the conference (unless recording made – see below). UHI Dropbox (UHI's file sharing provider): files shared through UHI Dropbox are automatically deleted after 14 days.
Purpose 3: Creation and publication of promotional material for conference (speakers and partners only)	By UHI: Data will be published for the conference and retained by organisers for 5 years from the date of the event and then archived. By RSN: Data will be published on the RSN website until RSN choose to remove or update web provision to archive a record of their conference activity.



Purpose 4: Provide a list of attendees to attendees	<p>This data will be provided to registered conference attendees and so can be retained indefinitely by those individuals.</p> <p>The data will be shared with registered attendees via UHI Dropbox (UHI's file sharing provider): files shared through UHI Dropbox are automatically deleted after 14 days.</p> <p>By RSN Social Media Officer: Twitter handles will be retained for use by the RSN Social Media Officer during the duration of the conference, and subsequently for ongoing social media discussions.</p>
Purpose 5: Recording of sessions (speakers only)	<p>By UHI/ Cisco WebEX: The recordings will be archived with UHI/ Cisco WebEx during the conference and for two weeks after the conference. These will be deleted after this.</p> <p>By attendees: Links sent out to attendees will cease to work once the recording files have been deleted at UHI. However, if an attendee downloads a recording and saves it, they will have access until they delete the file.</p>
Purpose 6: Information submitted for the purpose of publication (partners and publishers only)	<p>Data will be published on the RSN website until RSN choose to remove or update web provision.</p>
Purpose 7: Provision of submitted materials to conference attendees	<p>By attendees: If attendees download materials and save these, they will have access until they delete the file.</p> <p>UHI Dropbox (UHI's file sharing provider): files shared through UHI Dropbox are automatically deleted after 14 days.</p> <p>Poster and Fringe presenters only: Mahara (UHI's blogging and portfolio provider): these materials will be stored on Mahara for the duration of the conference and two weeks after the conference. They will be deleted, and any links provided will become invalid.</p>

This process involves your data being sent outside of the UK or is subject to a restricted transfer (transfer outside the control of the UK GDPR). The international transfer takes place on the following basis:

Eventbrite:

The transfer is made subject to EU Standard Contractual Clauses with Eventbrite (46(2)(d))



Sending data to attendees and publishing data (purposes 2, 3 and 7):

The transfer is necessary for the purposes of a contract with you.

Recording sessions and sharing videos with attendees (purpose 5), Publishing information on public-facing part of the website (purpose6):

Set out in the 'consent for international data transfer' section below.

Consent for international data transfer (purposes 5 and 6)

The UK GDPR restricts the transfer of personal data to countries outside the UK, or international organisations. This restriction is in place because once data is transferred in this way it may not be subject to the UK GDPR and you will lose the ordinary UK GDPR protections (protections and rights) for your data once it has been transferred. Once the data has been transferred it may be subject to other local data protection laws in the receiving country – or no data protection law at all if no such law exists in the receiving country. It is, therefore, very important for you to be informed that your data will be transferred in this way and important that you read and understand the information provided to make sure you are making a fully informed choice when deciding whether or not to consent to the proposed international data transfer.

UHI propose to share your data with conference attendees via direct communication and/or publication on the Royal Studies Network Website. Once data has been published in the public domain it is very difficult, and often impossible, to retract and/or contain it.

International data transfer - The proposed international transfer.

UHI plan to:

1. Share your data (conference session video recordings) with conference attendees.
2. Publish your data online where it can be accessed from any other country in the world (purpose 6 data).

This international transfer takes place subject to the following exceptions or safeguard being in place to allow the international transfer:

You have given explicit consent for the international transfer.

International data transfer - The identity of the receiver, or the categories of receiver & the country or countries to which the data is to be transferred.

The ICO explains that putting personal data on to a website will often result in a restricted transfer. The restricted transfer takes place when someone outside the UK accesses that personal data via the website. In addition, **UHI** will be deliberately making international transfers by transferring your data to conference attendees.

The data will be made available on a public-facing websites meaning any individual, in any country or territory in the world, will be able to access the data.

This means that you and **UHI** will not know who has accessed your data on the website.

Why UHI are planning to make the transfer?

The purpose of the international transfer is: As explained in purposes 5 and 6 of this privacy notice. The conference is attended by people from across the world and the material gathered, communicated and published is of scholarly value to those attendees.



The promotion of, and reporting on, **UHI** and their partner organisations (those partner organisations being listed in the 'Purposes' and 'sharing' sections of this notice).

The purposes are set out fully in the 'This privacy statement relates to the following process' and 'Your information will be used for the following purposes' sections of this privacy notice.

International data transfer - The type of data to be transferred:

The personal data to be transferred will be: Recordings of conference sessions (purpose 5) and all information provided for purpose 6.

International data transfer - Your right to withdraw consent and how this may be limited once your data has been transferred:

The transfer will only take place with your explicit consent (given in the explicit consent tick box on the relevant consent form provided with this notice). You have the right to withdraw your consent at any time and **UHI** will stop using the data collected for this purpose.

However, please be aware that some of these processing purposes involve publishing your personal data and it is not always possible to reverse publication once it has, or is in the process of, occurring. For example, if your data is printed in a published prospectus, then **UHI** will not be able to reverse this publication or withdraw your data from the public domain. Similarly, if your data is published on a website, then other individuals may collect and reuse this data outwith the control of **UHI**. The above examples are not exhaustive.

To withdraw your consent please email: Lucinda.dean@uhi.ac.uk

Please note that if your data has been accessed by parties in third countries not covered by the UK GDPR you may not be able to exercise the same rights associated with consent under the UK GDPR against those third parties – including withdrawing consent for processing.

International data transfer - The possible risks involved in making a transfer to a country which does not provide adequate protection for personal data:

The UK GDPR restricts the transfer of personal data to countries outside the UK, or to certain international organisations. This restriction is in place because once data is transferred in this way it will not be subject to the UK GDPR and you will lose the ordinary UK GDPR protections (protections and rights) for your data once it has been transferred. Once the data has been transferred it may be subject to other local data protection laws in the receiving country – or no data protection law at all if no such law exists in the receiving country.

Your data will be transferred to: Your data will be transferred to any other country in the world (as it will have been published online).

There is a risk with international transfers of this type that you will lose control of your data if it is accessed by a party to whom the UK GDPR does not apply. This is because you will not be able to exercise your ordinary UK GDPR rights against that party, there may be no supervisory authority to appeal to, and there may be no other local data protection or privacy law on which you can rely to exercise any control over your data held by the third party. You may not be able to control who uses your data, for what purpose, with whom they share it, limit any use of the data, and you may not be informed at all that third parties are using your data.

Your data may be accessed by third parties 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, 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.

International data transfer – 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 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 are included in this privacy notice.

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
- 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.