Privacy notice – Graduation in absentia 2021 and celebration events 2021/22

Read in Gaelic | Leugh seo sa Ghàidhlig

The Data Controller of the information being collected is: The University of the Highlands and Islands 12b Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000 and its partner colleges and research institutions listed at the end of this Privacy 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

This privacy statement relates to the following processing:

Graduation in absentia and celebration events for graduates of 2021 The administration and delivery of graduation in absentia and celebration events.

The data we collect and use, to fulfil these purposes, is as follows:

To achieve the following purposes:	Purpose 1: Administration – Graduand invites Purpose 2: Graduation materials Purpose 3: Award publication Purpose 5: Calling of name Purpose 6: Administration – Guest tickets Purpose 7: Adjustments to graduation Purpose 4: Filming, photography and publicity Purpose 8: To gather feedback on the event and inform future events

We collect and process the following data:

- Name, address, telephone number, email address (student and personal), student number and faculty of graduates
- Award title, classification and faculty of graduates
- Names of students' guests (as provided)

Your data will be used for the following purposes:

ALL GRADUATES

Purpose 1: Administration – graduate invitations	We process your data so that we can invite you to view a celebration webpage containing a list of graduates in 2021 and subsequently attend a celebration event at your local campus

	in 2021/22. This includes being able to book tickets if your institution tickets its celebration. You may not receive these details if you fail to update your personal details.
Purpose 2: **Graduation materials**	Students' name, faculty, award title and award classification will be included in the online celebration booklet, whether this is available in print or online or both. ***If you object to the publication of your personal data in this way please login to student records at www.studentjourney.uhi.ac.uk to opt out. This must be completed by 4 October 2021***
Purpose 3: **Award publication**	Students' name, faculty, award title, and award classification may be sent to the local and national press for coverage and publication. ***If you object to the publication of your personal data in this way please login to student records at www.studentjourney.uhi.ac.uk to opt out. This must be completed by 4 October 2021***

GRADUATES WHO ATTEND A CELEBRATION EVENT IN 2021/22

Purpose 4: **Filming, photography and publicity**	The celebration events are public celebrations of our students' success. The event may be filmed for the purposes of promoting and publicising the event and the university partnership. The recording may also be kept for its archival value. The recording may also be shown online as a live webcast or for people to view in the future. The film may also be shown at future events and receptions or used in the institution's promotional and marketing material. Photographs will be taken by the university partnership elected photographers and press photographers. These crowd shots may include images of you and your guests. It is possible that, in addition to the institutions own recording, television companies may be present to record, and broadcast, parts of the celebration event, the area around the venue and interviews with graduates, staff or others in

	attendance. It is suggested that you avoid any such filming should you wish to avoid being recording in this way. During the celebration event, and before and after in the immediate environs of the venue, Institution elected photographers will be taking photographs of individuals and groups. These photographs will be used to publicise and celebrate the event and the institution. The photographs will be used by the university and its academic partners for marketing purposes including the publication of the images on the institution's website, social media channels, printed publicity material, and any other such marketing and promotion uses. It is suggested that you avoid any such photography should you wish to avoid being photographed in this way. Visual images may be held and processed in both printed and electronic format and will be used for no longer than three years from the date they are taken.
Purpose 5: Calling of name	Your name and award title and if appropriate classification may be read out at the celebration event.
Purpose 6: Administration – guest tickets	We will need to process the names of your guests to issue you with their tickets, if your campus tickets its graduation.
Purpose 7: Adjustments	Information relating to disability and access needs will only be used to make reasonable adjustments at the celebration events. This information will not be shared with any other department within the university or its academic partners. You may be asked to provide proof of a negative LFD or if that is positive a PCR test result to access a celebratory event.
Purpose 8: To gather feedback on the event and inform future events	We may contact you after the event to gather feedback and to inform future improvements to the graduate experience.

To achieve the following purposes:	Purpose 7: Adjustments

We collect and process the following data:

- Details of disabilities or other factors requiring adjustments to be made to access and enjoyment of celebration event. You may be asked to provide proof of a

negative LFD or if that is postive PCR test result to access a celebratory event but no data will be recorded about this.

To achieve the following purposes:	Purpose 4: Filming, photography and publicity

We collect and process the following data:

- Visual data of all persons present at the celebration event, including the immediate environs.
- This visual data includes capturing footage and photographs of the event and attendees

Our legal reasons for using the data are:

To achieve the following purposes:	Purpose 1: Administration – Graduate invitations, Purpose 6: Administration – Guest tickets, Purpose 5: Calling of name

Our legal reason to use the data is:

- Use is necessary for the performance of a task in the public interest or under official authority vested in us. This public task includes the provision of a celebration event in 2021/22 in lieu of a graduation ceremony in 2021, which is not possible due to COVID-19 restrictions. This is incumbent on us as an educational institution.

To achieve the following purposes:	Purpose 7: Adjustments

Our legal reason to use the data is: Use is necessary for us to comply with a legal obligation. That legal obligation being our duty to comply with the Equality Act 2010 by providing reasonable adjustments to allow attendees to access and enjoy the celebration events.

To achieve the following purposes:	Purpose 2: Graduation materials, Purpose 3: Award publication, Purpose 4: Filming, photography and publicity Purpose 8: To gather feedback on the event and inform future events

Our legal reason to use the data is: The legitimate interests of the institution to celebrate and publicise its graduates' success and the institution itself.

The data we use includes special category (sensitive) data. This data is only used for:

Purpose 7: Adjustments

You are not obliged to provide this information. Our legal reason for using this sensitive data, as provided, is:

Use is necessary for us to comply with a legal obligation (social protection law). That legal obligation being the institution's duty to comply with the Equality Act 2010 by providing reasonable adjustments allow attendees to access and enjoy the celebration events.

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

Certain institutions use events management organisations to administer their events. Those institutions share the data listed above with these organisations who act on their behalf by arranging the event.

Ede and Ravenscroft will provide services to aid the administration of the celebration events of the university and its partner colleges.
The Ede & Ravenscroft privacy notice is available here

Other organisations may be involved and if so this area will be updated nearer to the event.

Certain institutions use external photographers to take photographs of the celebration events on their behalf. The external photographers act on behalf of the institution and will process the images for the institution. The university and its partner colleges will have an external photographer taking photos on the day.

Your data will be retained in your institution of study and institution at which you elect to graduate for a period of no longer than three years

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.

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

Partner colleges and research institutions

- Argyll College UHI
- Highland Theological College UHI
- Inverness College UHI
- Lews Castle College UHI
- Moray College UHI
- NAFC Marine Centre UHI
- North Highland College UHI
- Orkney College UHI
- Perth College UHI
- Sabhal Mòr Ostaig UHI
- Scottish Association for Marine Science UHI
- Shetland College UHI
- West Highland College UHI
- The University of the Highlands and Islands

Brath prìobhaideachd – Ceumnachadh ann an neo-làthaireachd 2020 agus tachartasan greadhnachais 2021

Is e Rianadair Dàta an fhiosrachaidh a tha ga thrusadh: Oilthigh na Gàidhealtachd agus nan Eilean 12b Slighe Nis, Inbhir Nis IV3 5SQ. Fòn: 01463 279000 agus na colaistean is na stèidheachdan rannsachaidh com-pàirteach aige a tha air an liostadh aig deireadh a' Bhratha Prìobhaideachd seo.

Airson ceistean no adhbharan imnidhe sam bith mun dòigh a tha an dàta pearsanta agaibh ga làimhseachadh faodaidh sibh fios a chur a dh'ionnsaigh an Oifigeir Dìon Dàta bhointealaich aig dataprotectionofficer@uhi.ac.uk

Buinidh am brath prìobhaideachd seo ris an làimhseachadh a leanas:

<u>Ceumnachadh ann an neo-làthaireachd agus tachartasan greadhnachais do cheumnaichean 2021</u> Rianachd is liubhairt ceumnachaidh ann an neo-làthaireachd agus tachartasan greadhnachais.

Tha an dàta a thruiseas agus a dh'uisnicheas sinn, airson na rùintean seo a thoirt gu buil, mar a leanas:

Airson na h-rùintean a leanas a thoirt gu buil:	Rùn 1: Rianachd – Cuiridhean do luchd-ceumnachaidh Rùn 2: Stuthan ceumnachaidh Rùn 3: Foillseachadh theisteanasan Rùn 5: Ainm a ghairm Rùn 6: Rianachd – Tiocaidean aoighean Rùn 7: Freagarrachaidhean air ceumnachadh Rùn 4: Filmeadh, fotografachd agus follaiseachd Rùn 8: Beachdan a thrusadh air an tachartas agus stiùireadh a thoirt airson tachartasan a bhios ann a-rithist

Bidh sinn a' trusadh is a' làimhseachadh an dàta a leanas:

- Ainm, seòladh, àireamh fòn, seòladh puist-d (oileanaich is pearsanta), àireamh oileanaich agus dàmh cheumnaichean
- Tiotal teisteanais, rangachadh agus dàmh cheumnaichean
- Ainmean aoighean oileanaich (mar a bhios iad air an solar)

Thèid an dàta agaibh a chur gu feum airson nan rùintean a leanas:

A H-UILE CEUMNAICHE

Brath prìobhaideachd – Ceumnachadh ann an neo-làthaireachd 2020 agus tachartasan greadhnachais 2021

Rùn 1: **Rianachd – cuiridhean do cheumnaichean**	Bidh sinn a' làimhseachadh an dàta agaibh gus an tèid againn air cuireadh a thoirt dhuibh amharc air duilleag-lìn greadhnachais air am bi liosta de cheumnaichean ann an 2021 agus a bhith an làthair as dèidh làimhe ann an tachartas greadhnachais air an àrainn ionadail agaibh ann an 2021/22. Tha seo a' gabhail a-steach cothrom air tiocaidean a ghleidheil ma bhios an stèidheachd agaibh a' dèanamh tiocaidean airson na cuirme aice. Faodaidh nach fhaigh sibh am fiosrachadh seo mur ùraich sibh am fiosrachadh pearsanta agaibh.
Rùn 2: **Stuthan ceumnachaidh**	Bidh ainm, dàmh, tiotal teisteanais is rangachadh teisteanais oileanaich air an gabhail a-steach san leabhran greadhnachais air loidhne, co dhiubh an ann ann an clò no air loidhne no an dà chuid a bhios seo ri fhaotainn. ***Ma tha sibh a' cur an aghaidh ur dàta pearsanta a bhith ga fhoillseachadh mar seo clàraichibh a-steach do chlàran nan oileanach aig www.studentjourney.uhi.ac.uk gus an cuir sibh casg air aonta. Feumaidh seo a bhith air a dhèanamh ro 4 Dàmhair 2021***
Rùn 3: **Foillseachadh theisteanasan**	Faodaidh gun tèid ainm, dàmh, tiotal teisteanais is rangachadh teisteanais oileanaich a chur a dh'ionnsaigh nam pàipearan-naidheachd ionadail is nàiseanta airson aire agus foillseachadh. ***Ma tha sibh a' cur an aghaidh ur dàta pearsanta a bhith ga fhoillseachadh mar seo clàraichibh a-steach do chlàran nan oileanach aig www.studentjourney.uhi.ac.uk gus an cuir sibh casg air aonta. Feumaidh seo a bhith air a dhèanamh ro 4 Dàmhair 2021***

CEUMNAICHEAN A BHIOS AN LÀTHAIR ANN AN TACHARTAS GREADHNACHAIS ANN AN 2021/22

Rùn 4: **Filmeadh, fotografachd agus follaiseachd**	Is e comharrachadh follaiseach air soirbheachadh nan oileanach againn a tha sna tachartasan greadhnachais. Faodaidh gun tèid an tachartas fhilmeadh airson an tachartas agus com-pàirteachas an oilthigh fhollaiseachadh agus a shanasachadh. Faodaidh gun tèid an clàradh a ghleidheil

	cuideachd airson an luach tasglannach a th' ann. Faodaidh gun tèid an clàradh a nochdadh air loidhne cuideachd na chraoladh-lìn beò no airson daoine a bhith ag amharc air a-rithist. Faodaidh gun tèid am film a nochdadh cuideachd ann an tachartasan is cuirmean a bhios ann a-rithist no uisneachadh ann an stuth sanasachaidh is margaideachd na stèidheachd. Thèid dealbhan a thogail le dealbhairean air an taghadh le com-pàirteachas an oilthigh agus dealbhairean nam pàipearan-naidheachd. Faodaidh gum bi ìomhaighean dhibh fhèin agus de ur n-aoighean air an gabhail a-steach sna dealbhan seo den t-sluagh san fharsaingeachd. Cha lughaide, a bharrachd air clàradh na stèidheachd fhèin, gum bi companaidhean telebhisein an làthair a chlàradh, agus a chraoladh, phàirtean den chuirm, na h-àrainn timcheall air an t-suidheachadh agus agallamhan le ceumnaichean, luchd-obrach no feadhainn eile a tha an làthair. Is e a' chomhairle dhuibh filmeadh sam bith mar sin a sheachnadh mura bheil sibh ag iarraidh bhith air ur clàradh air an dòigh seo. Feadh na cuirme, agus ro làimh is an dèidh làimhe an dlùth-àrainn an àite anns am bi i air a cumail, bidh dealbhairean air an taghadh leis an Stèidheachd a' togail dhealbhan de dhaoine fa leth agus buidhnean. Thèid na dealbhan seo uisneachadh a dh'fhollaiseachadh is a chliùiteachadh an tachartais agus na stèidheachd. Thèid na dealbhan uisneachadh leis an oilthigh agus a chom-pàirtichean acadaimigeach air adhbharan margaideachd a' gabhail a-steach foillseachadh nan ìomhaighean air làrach-lìn na stèidheachd, a seanailean sna meadhanan sòisealta, a stuth follaiseachd clò-bhuailte, agus air adhbharan margaideachd is sanasachaidh sam bith eile den t-seòrsa. Is a' chomhairle dhuibh fotografachd sam bith den t-seòrsa a sheachnadh mura bheil sibh ag iarraidh ur dealbh a bhith air a togail mar seo. Faodaidh gun tèid ìomhaighean lèirsinneach a chumail is a làimhseachadh an dà chuid ann an cruth clò-bhuailte agus eileagtronaigeach agus cha tèid an uisneachadh nas fhaide na trì bliadhna on cheann-latha a thèid an togail.
Rùn 5: **Ainm a ghairm**	Faodaidh gun tèid ur n-ainm is tiotal an teisteanais agaibh agus, ma bhios e iomchaidh, an rangachadh a leughadh os àrd aig a' chuirm.

Rùn 6: Rianachd – tiocaidean do dh'aoighean	Feumaidh sinn ainmean ur n-aoighean a làimhseachadh gus an toir sinn an tiocaidean dhuibh, ma bhios an àrainn agaibh a' dèanamh tiocaidean airson a' cheumnachaidh aice.
Rùn 7: Freagarrachaidhean	Cha tèid fiosrachadh mu chiorram is feumalachdan so-ruigsinneachd a chur gu feum sam bith ach freagarrachaidhean reusanta a dhèanamh aig na cuirmean. Cha tèid am fiosrachadh seo a phàirteachadh ri roinn sam bith eile san oilthigh no sna com-pàirtichean acadaimigeach aige. Is dòcha gun tèid iarraidh ort dearbhadh a thoirt seachad de LFD neagataibh no mas e toradh an deuchainn sin posataibh, feumar PCR a shealltainn airson faighinn gu tachartas comharrachaidh.
Rùn 8: Beachdan a thrusadh air an tachartas agus stiùireadh a thoirt airson tachartasan a bhios ann a-rithist	Faodaidh gun cuir sinn fios ur n-ionnsaigh an dèidh an tachartais a thrusadh bheachdan agus a thoirt stiùireadh airson leasachaidhean san àm ri teachd air na dh'fhiosraicheas ceumnaichean.

A choileanadh nan rùintean a leanas:	Rùn 7: Freagarrachaidhean

Bidh sinn a' trusadh is a' làimhseachadh an dàta a leanas:

- Fiosrachadh mu chiorraman no cùisean eile a dh'fheumas freagarrachaidhean gus an gabh faotainn a-steach don chuirm agus a mealtainn

A choileanadh nan rùintean a leanas:	Rùn 4: Filmeadh, fotografachd agus follaiseachd

Bidh sinn a' trusadh is a' làimhseachadh an dàta a leanas:

- Dàta lèirsinneach air a h-uile duine a bhios an làthair aig a' chuirm, a' gabhail a-steach na dlùth-àrainn.
- Tha an dàta lèirsinneach seo a' gabhail a-steach film agus dealbhan a thogail den tachartas agus an fheadhainn a tha an làthair

Is e na reusanan laghail againn air an dàta uisneachadh:

Brath prìobhaideachd – Ceumnachadh ann an neo-làthaireachd 2020 agus tachartasan greadhnachais 2021

Na rùintean a leanas a choileanadh:	Rùn 1: Rianachd – Cuiridhean do cheumnaichean, Rùn 6: Rianachd – Tiocaidean do dh'aoighean, Rùn 5: Ainm a ghairm

Is e an reusan laghail againn air an dàta uisneachadh:

- Feumar uisneachadh airson gnìomh a choileanadh a tha a chum leas a' phobaill no fo ùghdarras oifigeil a tha air a bhuileachadh oirnn. Tha an gnìomh poblach seo a' gabhail a-steach tachartas greadhnachais a sholar ann an 2021/22 an àite cuirm-cheumnachaidh ann an 2021, rud nach gabh dèanamh leis na cuingealachdan a th' ann air tàilleabh CHOVID-19. Tha seo mar fhiachaibh oirnn mar stèidheachd foghlaim.

Na rùintean a leanas a choileanadh:	Rùn 7: Freagarrachaidhean

Is e an reusan laghail againn air an dàta uisneachadh: Feumar uisneachadh gus an cùm sinn ri riatanas laghail. Is e an riatanas laghail sin an dleasnas a th' oirnn cumail ri Achd Co-ionannachd 2010 le bhith a' solar fhreagarrachaidhean reusanta gus am bi comas aig freastalaichean faotainn a-steach do na tachartasan greadhnachais agus am mealtainn.

Na rùintean a leanas a choileanadh:	Rùn 2: Stuthan ceumnachaidh, Rùn 3: Foillseachadh theisteanasan, Rùn 4: Filmeadh, fotografachd agus follaiseachd Rùn 8: Beachdan a thrusadh air an tachartas agus stiùireadh a thoirt airson tachartasan a bhios ann a-rithist

Is e an reusan laghail againn air an dàta uisneachadh: Leas dligheach na stèidheachd soirbheachadh nan ceumnaichean aice agus an stèidheachd fhèin a chomharrachadh is fhollaiseachadh.

Tha an dàta a dh'uisnicheas sinn a' gabhail a-steach dàta catagaraidh sònraichte (diogailteach). Cha tèid an dàta seo uisneachadh ach airson:

Rùn 7: Freagarrachaidhean

Chan fheudar dhuibh am fiosrachadh seo a sholar. Is e an reusan laghail againn air an dàta diogailteach seo uisneachadh, mar a bhios e air a sholar:

Feumar uisneachadh gus an cùm sinn ri riatanas laghail (lagh dìon sòisealta). Is e an riatanas laghail sin an dleasnas a th' air an stèidheachd cumail ri Achd Co-ionannachd 2010 le bhith a' solar fhreagarrachaidhean reusanta gus am bi comas aig freastalaichean faotainn a-steach do na tachartasan greadhnachais agus am mealtainn.

Thèid, no faodaidh gun tèid, an dàta agaibh a phàirteachadh ris na glacairean no na catagaraidhean de ghlacair a leanas:

Bidh cuid de stèidheachdan ag uisneachadh bhuidhnean stiùireadh thachartasan a riaghladh nan tachartasan aca. Bidh na stèidheachdan sin a' pàirteachadh an dàta a tha air a liostadh gu h-àrd ris na buidhnean seo a ghnìomhaicheas às an leth le bhith a' cur an tachartais air dòigh.

Solairidh Ede and Ravenscroft seirbheisean a chuideachadh le rianachd thachartasan greadhnachais an oilthigh agus nan colaistean com-pàirteach aige.
Tha brath prìobhaideachd Ede & Ravenscroft ri fhaotainn an seo

Faodaidh gum bi làmh aig buidhnean eile sa ghnothach, agus, mas ann mar sin a bhitheas e, thèid an raon seo ùrachadh nas dlùithe air an tachartas.

Bidh cuid de stèidheachdan ag uisneachadh dhealbhairean on taobh a-muigh a thogail dhealbhan de na tachartasan greadhnachais às an leth. Bidh na dealbhairean on taobh a-muigh a' gnìomhachadh às leth na stèidheachd agus làimhsichidh iad na h-ìomhaighean don stèidheachd. Bithidh dealbhair on taobh a-muigh aig an oilthigh agus a cholaistean com-pàirteach a' togail dhealbhan air an latha.

Thèid an dàta agaibh a chumail san stèidheachd anns an d'ionnsaich sibh agus san stèidheachd anns an tagh sibh ceumnachadh fad ùine nach bi nas fhaide na trì bliadhna

Tha na còirichean a leanas aig cuspairean dàta:
- A' chòir an dàta pearsanta agaibh fhaicinn
- A' chòir air ceartachadh ma tha an dàta pearsanta a th' againn oirbh ceàrr
- A' chòir cuibhreachadh a chur air làimhseachadh an dàta phearsanta agaibh

Cha bhuin na còirichean a leanas ris a' chùis ach ann an cuid de shuidheachaidhean a-mhàin:
- A' chòir aonta a tharraing air ais uair sam bith mas e aonta an stèidh laghail a th' againn airson an dàta agaibh a làimhseachadh
- A' chòir cur an aghaidh sinn a bhith a' làimhseachadh an dàta phearsanta agaibh
- A' chòir iarraidh gun tèid cur às don dàta phearsanta agaibh
- A' chòir air so-ghiùlainteachd dàta

Tha còir agaibh cuideachd gearan a chur a-steach chun Oifis a' Choimiseanair Fiosrachaidh mun dòigh a làimhsicheas sinn an dàta agaibh.

Is e Oifis a' Choimiseanair Fiosrachaidh ùghdarras neo-eisimeileach na RA a chaidh a stèidheachadh a chumail suas chòirichean fiosrachaidh a chum leas a' phobaill. Is e an làrach-lìn aca www.ico.org.uk

Colaistean is stèidheachdan rannsachaidh com-pàirteach

- Colaisde a' Chaisteil UHI

Brath prìobhaideachd – Ceumnachadh ann an neo-làthaireachd 2020 agus tachartasan greadhnachais 2021

- Colaiste Arcaibh UHI
- Colaiste Dhiadhachd na Gàidhealtachd UHI
- Colaiste Earra-Ghàidheil UHI
- Colaiste Inbhir Nis UHI
- Colaiste Mhoireibh UHI
- Colaiste na Gàidhealtachd an Iar UHI
- Colaiste na Gàidhealtachd a Tuath UHI
- Colaiste Pheairt UHI
- Colaiste Shealtainn UHI
- Comann Saidheans Mara na h-Alba UHI
- Ionad Mara NAFC UHI
- Sabhal Mòr Ostaig UHI
- Oilthigh na Gàidhealtachd agus nan Eilean