



## Privacy Notice – Careers Events – Hybrid (in person and online) and Online

**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:

The university organises careers events for students throughout the academic year. These events are in addition to careers talks delivered as part of the taught curriculum.

Careers events include presentations and talks from guest speakers including employers, and opportunities for students to ask questions. These events can be both hybrid (partly in person, partly online) and entirely online.

These events may be recorded and made available for a wider audience to view.

Arrangements for the events include registration and practical arrangements on the day (health and safety, accessibility).

Some of these processes are the same for all types of events. Where specific processes apply only when you are attending in person (at a hybrid event), this is highlighted.

### Your information will be used for the following purposes:

Purpose 1: Event registration and delivery	Depending on the size of the event and practical arrangements we need to put in place, there may be a registration process for the event. In these circumstances 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: Health and safety – attending in person	We may be required to produce 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.
Purpose 3: Reasonable adjustments	Collecting data so we can make reasonable adjustments for you to access and enjoy the events.
Purpose 4: Recording and publication of events	We may record the event (including Q&A and discussion sessions) and make it available as a video recording to a wider audience.  This recording may be published either:  In house, published on <a href="#">Stream</a> with access to UHI account holders

	<p>Online by publishing on the UHI website or other online video hosting platforms such as YouTube</p> <p>The practical arrangements for recording (and opting out of recording, if that is your preference) will vary depending on whether you are attending a hybrid event in person or joining online.</p> <p><u>Attending in person (hybrid events)</u></p> <p>We will (where possible) provide options for members of the audience to avoid being recorded, and to be able to ask questions without being recorded.</p> <p>This may not always be possible depending on the nature of the event. The arrangements will be explained in advance and on the day and as far as possible event organisers will accommodate your preferences.</p> <p><u>Attending online</u></p> <p>If you choose to share your video feed/audio feed and name when you join the event digitally this information may be captured as part of the recording. If you ask a question during, or at the end of the event, this may be recorded.</p> <p>You can avoid your personal data being recorded by:</p> <ul style="list-style-type: none"> <li>• Turning off your webcam</li> <li>• Turning off your microphone</li> <li>• Writing 'guest' in place of your name when prompted to enter your name</li> </ul>
<p>Purpose 5: Photography – attending in person</p>	<p>Photographs may be taken of an event including speakers and attendees. These crowd shots may include images of students attending the events in person.</p> <p>Photographs may 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.</p>
<p>Purpose 6 – post event evaluation</p>	<p>We may send out a survey or other evaluation tool after the event to gain feedback from participants.</p>

**Our legal reason for using the data is/are:**

<p>Purpose 1: Event registration and delivery</p>	<p><b>Consent</b> – we will ask for your consent when booking the tickets</p>
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Purpose 2: Health and Safety	<b>Legal obligation:</b> The university may process personal data where required for health and safety purposes set out in law.
Purpose 3: Reasonable adjustments	<b>Legal obligation / Public task</b> UHI has a legal obligation under the Equality Act to, so far as possible, make events accessible to all. UHI may need to process data relating to your accessibility needs to make any reasonable adjustments to provide you with access to the event and a good experience.
Purpose 4: Recording and publication of events	<b>Legitimate interests</b> UHI considers the processing to be necessary for the purposes of its legitimate interests, those being explained further in the 'legitimate interests' section of this privacy notice
Purpose 5: Photography – attending in person	<b>Legitimate interests</b> UHI considers the processing to be necessary for the purposes of its legitimate interests, those being explained further in the 'legitimate interests' section of this privacy notice.
Purpose 6: post event evaluation	<b>Legitimate interests</b> UHI considers the processing to be necessary for the purposes of its legitimate interests, those being explained further in the 'legitimate interests' section of this privacy notice.

**The legitimate interest(s) of the controller or third party is/are:**

<p><b>Purpose 4: Recording and publication of events</b></p> <p>The processing is undertaken under the legitimate interest of: The University of the Highlands and Islands. Summary of legitimate interest:</p> <p>UHI has a legitimate interest to take action to improve the employability of its students.</p> <p>The benefits of this processing include:</p> <ul style="list-style-type: none"> <li>• Making careers events more accessible to a wider number of students</li> <li>• Creating re-usable material for educational purposes</li> <li>• Making careers material more relevant and engaging for students</li> <li>• Encouraging take-up of and participation in future careers events</li> <li>• Raising awareness of the work done by UHI to improve the employability of its students</li> </ul> <p><b>Purpose 5: Photography at in person events</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• marking and celebrating an event</li> <li>• raising the profile of the university and its departments</li> <li>• marketing and encouraging attendance at future events</li> </ul> <p><b>Purpose 6: post event evaluation</b></p>
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The processing is undertaken under the legitimate interest of: The University of the Highlands and Islands. Summary of legitimate interest:

UHI has a legitimate interest to gather feedback from event participants to support quality and continuous improvement in the events made available for 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 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 3: We would not be able to make reasonable adjustments

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

Purpose 1: Event registration and delivery	Event registration and ticketing arrangements will be administered through the University's 'FutureMe' site (Careers service portal, supplied by GTI)
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Purpose 2: Health and Safety	Where required for health and safety purposes, your data may be shared with other organisations or individuals, for example; event staff, event venue.
Purpose 3: Reasonable adjustments	Your data may be shared with UHI's equality team, the event venue, and relevant members of event staff.
Purpose 4: Recording and publication of events	Recordings of events may be published online. The event video may be published, at least, on the YouTube website (UHI's YouTube channel). UHI may publish the recording in other locations online.
Purpose 5: Photography (in person attendance)	<p>The university and its partner colleges may have an internal or external photographer taking photos at an event on their behalf. The external photographers act on behalf of the institution and will process the images for the institution.</p> <p>Photographs will be held in the university's image library and maybe used on the institution's website, social media channels, printed publicity material, and any other such marketing and promotion uses.</p>

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

Purpose 1: Event registration and delivery	Your data will be held for up to four months
Purpose 2: Health and Safety	UHI will delete this data within one month of the event taking place
Purpose 3: Reasonable adjustments	Your data will be deleted within one month of the event taking place.
Purpose 4: Recording and publication of events	<p>The recording will be kept for 3 years after the event. 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> <p>Images and videos that have been shared on websites, social media platforms and in promotional materials and reports will be in general circulation.</p>

<p>Purpose 5: Photography – in person attendance</p>	<p>Visual images may be held and processed in both printed and electronic format and will be used for no longer than five years from the date they are taken and deleted from the university image library.</p> <p>Images and videos that have been shared on websites, social media platforms and in promotional materials and reports will be in general circulation.</p>
<p>Purpose 6: Post event evaluation</p>	<p>Surveys or other evaluation tools will be retained for 1 year after the event.</p>

**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.