

## Privacy Notice - REMRA Northern Narratives Conference

The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), UHI House, Old Perth Road, Inverness, IV2 3JH

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:

<b>Purpose 1: Register your place at the conference</b>	The aim of this is to use the data to facilitate your registration and subsequent attendance of the conference.
<b>Purpose 2: Administer your attendance at the conference</b>	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.
<b>Purpose 3: Creation and publication of promotional material for conference (speakers only)</b>	<p>Speakers: provision of title and name, affiliation, photograph, conference paper title/ poster titles, abstracts etc.</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>
<b>Purpose 4: Your display information being visible to other attendees.</b>	UHI uses Microsoft Teams to deliver the conference. Your display name and any other information in your Microsoft contact card may be accessible to other attendees. If you do not wish to share such information, it is recommended that you alter your contact card or access the conference using an alternative email account.
<b>Purpose 5: Recording and publication of sessions (speakers only)</b>	<p>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.</p> <p>Speakers will be asked for their consent for:</p> <ol style="list-style-type: none"><li>1) publication of the recordings, and</li><li>2) Reuse of their recorded session for teaching and research purposes at UHI</li></ol> <p>Recordings will be made available online at UHI websites, UHI social media accounts and other online areas.</p>
<b>Purpose 6: Publication of submitted materials a) to conference attendees b) website publication (speakers only)</b>	<p>Publication of information including:</p> <ul style="list-style-type: none"><li>• Your name and affiliation</li><li>• Paper title and paper abstracts (where provided for dissemination)</li></ul>

	<ul style="list-style-type: none"> <li>• Slides presented (where provided for dissemination)</li> <li>• Biographical materials (where provided for dissemination)</li> </ul> <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> <p>Materials will also be published on relevant UHI website/s for wider dissemination and reach.</p>
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**Your information will be used for the following purposes:**

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

<b>Purpose 1: Register your place at the conference.</b>	Consent – you have given consent by registering for the conference
<b>Purpose 2: Administer your attendance at the conference</b>	Consent – you have given consent by registering for the conference
<b>Purpose 3: Creation and publication of promotional material for conference (speakers only)</b>	Consent – you have given consent (speakers will be asked for their consent)
<b>Purpose 4: Your display information being visible to other attendees.</b>	<p>Legitimate interests – use of the personal data is necessary for delivery of the conference via Microsoft Teams. UHI does not have a way (beyond those described below) to remove information about attendees from their account contact cards. For this reason if you object to this processing, you are advised not to attend the conference live and to watch the recordings only.</p> <p>If you do not wish to share such information, it is recommended that you alter your contact card or access the conference using an alternative email account.</p>
<b>Purpose 5: Recording and publication of sessions (speakers only)</b>	Consent – You have given consent to the recording of your papers and publication of these recordings (speakers will be asked for their consent)
<b>Purpose 6: Publication of submitted materials a) to conference attendees b) website publication (speakers only)</b>	Consent – You have given consent to the sharing and publication of your submitted materials (speakers will be asked for their consent)

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

<b>Purpose 1: Register your place at the conference.</b>	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 <a href="#">Eventbrite privacy policy</a> .
<b>Purpose 2: Administer your attendance at the conference</b>	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 <a href="#">Eventbrite privacy policy</a> .  Microsoft Teams (UHI's Video conference provider).
<b>Purpose 3: Creation and publication of promotional material for conference (speakers only)</b>	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 public-facing parts of the UHI, and other, websites and will be accessible to any person in any country.  It will be also promoted through social media and other pertinent avenues (such as UHI History Events mailing lists and UHI History social media channels and other marketing).
<b>Purpose 4: Your display information being visible to other attendees.</b>	Your display information will be visible to other attendees.
<b>Purpose 5: Recording and publication of sessions (speakers only)</b>	Recordings of sessions will be published by UHI-controlled accounts on YouTube, social media accounts and websites.  UHI operates as a collegiate federal partnership comprising eleven independent further and higher education colleges, specialist colleges and research institutions. A list of contact details for our partner organisations is available at <a href="http://www.uhi.ac.uk/en/campuses">http://www.uhi.ac.uk/en/campuses</a> and further information about the University is available online at <a href="http://www.uhi.ac.uk/en">http://www.uhi.ac.uk/en</a>  UHI may share and promote the recorded material through its own websites and social media channels, through those of its Academic Partners, and through its specialist centres, teams and departments such as UHI Centre for History and the <a href="#">Institute for Northern Studies - UHI</a> .
<b>Purpose 6: Publication of submitted materials a) to conference attendees b) website publication (speakers only)</b>	a) Registered attendees of the conference b) Published by UHI website/s

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

<b>Purpose 1: Register your place at the conference</b>	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. In this case, you will be governed by Eventbrite's <a href="#">Privacy Policy</a> as this is a third-party service, which is not operated by the University of the Highlands and Islands.
<b>Purpose 2: Administer your attendance at the conference</b>	By UHI (attendees): for no longer than three months after the conference, unless the material is considered to be of archival or research importance, in which case it may be held indefinitely.
<b>Purpose 3: Creation and publication of promotional material for conference (speakers only)</b>	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.
<b>Purpose 4: Your display information being visible to other attendees.</b>	This information will not be retained by UHI after the event.
<b>Purpose 5: Recording and publication of sessions (speakers only)</b>	By UHI: The recordings will be published by UHI on its YouTube channel(s). Records may be held indefinitely for publicity, teaching, archiving and research purposes.  Materials that have been published will be outwith UHI control, UHI will not be able to control personal data that has been published where another person has taken it from the public domain.
<b>Purpose 6: Publication of submitted materials a) to conference attendees b) website publication (speakers only)</b>	By UHI: for no longer than five years after the conference, unless the material is considered to be of archival or research importance, in which case it may be held indefinitely.

**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)) and an adequacy decision allowing the transfer – that being Eventbrite’s registration with the EU-US Data Privacy Framework (and the UK Extension to the EU-US Data Privacy Network).

**Publishing data – publicity material, recordings of speakers, submitted materials (speakers only)**

You have given explicit consent to the transfers (see below)

### **Consent for international data transfer (purposes 3, 5 and 6) (speakers only)**

As you have given consent, you have the right to withdraw your consent. 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 published on YouTube or on a website, then other individuals may collect and reuse this data outwith the control of UHI.

With this in mind, please consider the warning above carefully before giving your consent.

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

The University of the Highlands and Islands (UHI)

Media organisations or other organisations who will use the information for the purposes of promoting or reporting on UHI

For example, but not limited to; local or national newspapers, media organisations, radio stations, local or national government or government bodies, tourism bodies.

Many organisations will have a journalistic reason to report on UHI matters. UHI may be asked for comment or to provide materials relating to the university, including your data, for research or journalistic purposes, including publication. The data collected may be passed to these organisations for reporting or promotional purposes, including publication.

Other organisations may have a reason to report on, or promote UHI, including publication. UHI may pass promotional materials, including your data, to these organisations for their reporting or promotional purposes.

In order to publish promotional material, including your data, uses both its website and its social media accounts. UHI uses various accounts with various companies to host and publish its promotional material online.

These social media accounts may include, but will not be limited to:

- 1) Facebook ([privacy notice for UK citizens](#))
- 2) X ([privacy notice for UK citizens](#))
- 3) Instagram ([privacy notice for UK citizens](#))
- 4) YouTube ([privacy notice for UK citizens](#))
- 5) LinkedIn ([privacy notice for UK citizens](#))
- 6) TikTok ([privacy notice](#))
- 7) Bluesky ([privacy notice](#))

The website and social media accounts of any UHI academic partner.

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 publish recorded sessions on its YouTube channel(s), and to publish publicity material and submitted conference papers on its website/s.

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: Publish your data online where it can be accessed from any other country in the world (purposes 3, 5 and 6)

**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.

The data will be made available on 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/s.

**Why UHI are planning to make the transfer?**

The purpose of the international transfer is: As explained in purposes 3, 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, and wider audiences.

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: material provided by you for publicity purposes for the conference (purpose 3), recordings of conference sessions (purpose 5), submitted papers and other materials (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: [kathrin.zickermann@uhi.ac.uk](mailto:kathrin.zickermann@uhi.ac.uk) and [dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@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.**