

Privacy Notice – Recording The Edge seminars

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:

Video and audio recording of The Edge seminars

Your information will be used for the following purposes:

We will record this seminar and make it available to the public by publishing it on the UHI website. If you choose to share your video feed/audio feed/name when you join the seminar this information may be captured as part of the recording. If you ask a question at the end of the session this will be recorded.

You can avoid your personal data being recorded by:

- Turning off your webcam
- Turning off your microphone
- Writing 'guest' in place of your name when prompted to enter your name

Our legal reason for using the data is/are: Legitimate interests:

- Use is necessary for the purposes of legitimate interests pursued by us or by a third party.

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

The processing is undertaken under the legitimate interest of: The University of the Highlands and Islands (UHI)

Summary of legitimate interest:

There are a number of benefits to making this recording which include: enabling UHI to disseminate research knowledge to the general public and within UHI; raising the profile of this research across UHI and among the public; creating material for teaching students; publicising the research being carried out within UHI to the wider academic community and to the public. Recording and sharing these seminars also contribute to a culture of research within UHI and a culture of engaging the public and students with this research.

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

UHI considers the recording of the seminar to be significant research value and, so, will retain the data for ten years and then offer it to the University archive. If the recording is

deemed to be of archival value it will be added to the university archive and may be held indefinitely.

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.