**Privacy statement for registering for events**

This policy explains how Inverness College UHI use any personal information we collect about you when you register to attend an event using the Inverness College UHI Eventbrite page.

By booking for an event via Eventbrite, you consent to the collection, retention and use of your personal information in accordance with the terms of this policy.

This policy explains what data we hold for you and why, and how we keep your data protected in compliance with the General Data Protection Regulation (GDPR).

**Collection of information**

Inverness College UHI collect information about you when you register via Eventbrite to attend an Inverness College UHI event.

**How we will use your information**

The information you provide will be used to process your booking, issue tickets and contact you with information prior to the event. We may also contact you to undertake post-event evaluation. We will not disclose your data to third parties.

Please note Eventbrite is a third-party service, not owned or managed by Inverness College UHI. Evenbrite is a service based in the USA, which participates and complies with the EU-USE Privacy Shield Framework regarding the collection, use and retention of personal data from European Economic Area member countries.

This privacy policy only refers to the way Inverness College UHI will use your information. You should also review [Eventbrite’s terms and conditions and privacy policy](https://www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB) as we do not accept any responsibility of liability for their policies.

**Alternative booking process**

If you wish to attend one of our events but do not wish to use Eventbrite to book a place, please contact the event organiser. Contact details for each event are provided on the event booking page.

**Retention**

Personal information provided for the purposes of booking to attend an event will be deleted within eight weeks of the event.

**Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of this information, please contact us. You have the right to ask Inverness College UHI to remove you from this contact list by contacting the Data Controller.\*

**For questions regarding event bookings, contact:**

**The Events Team**

Inverness College UHI

1 Inverness Campus

[events.ic@uhi.ac.uk](file:///\\ic-f01.uhi.ad.local\pool\Department\Communications%20and%20Marketing\Public%20Relations\Helen%20Aird\events.ic@uhi.ac.uk)