



Privacy Notice – Information Events, June 2021

By registering for an information event, you confirm that you have read and understood this statement and consented for your information to be processed and held by Inverness College UHI for the purposes described in this statement.

What data we will collect about you?

When you register for one of our inverness events, we will ask you to provide the following information so we can facilitate your participation in the session:

- Full name
- Email address
- Course/subject area of interest

How will we use your data?

We will use your data to facilitate your participation in the information event and to follow up with you thereafter to review your experience and to check whether you require additional information. In particular, we will use your email address to send you a short survey so we can measure the success or otherwise of the event.

How long will we keep your data?

Your data will be stored in a secure location for a maximum of four weeks from the date of the information event you register for. This will allow us time to contact you with a short survey before your data is deleted.

Use of third parties to collect your data and communicate with you

We are using Cisco Webex to facilitate the Information Events. This is a third-party service not operated by Inverness College UHI (Please see the [Cisco privacy policy](#)). Your data will not be passed without your permission to external organisations, other than those described above. Inverness College UHI does not sell any data to third party organisations.

If you have any questions or concerns regarding the processing of your personal data, please contact marketing.ic@uhi.ac.uk. You can also speak to our Data Controller by emailing data.controller.ic@uhi.ac.uk