**Privacy Notice**

**Virtual Open Event, 23-26 November 2020**

**Inverness College UHI**

By registering for the Inverness College UHI Virtual Open Week, 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 the Virtual Open Event, we will ask you to provide the following information so we can facilitate your participation in an Online Information and Q&A Session, or one to one online chat with a course tutor or member of staff from our student support team.

* Name
* Age
* Address
* Email address
* Telephone number
* Area of interest

**How will we use your data?**

We will use your data to facilitate your participation in the Virtual Open Event and to follow up with you thereafter to review your experience and to check whether you require additional information. Your data will also be used to measure the success or otherwise of our marketing campaign for the event, in particular, whether we have reached our intended audience.

**How long will we keep your data?**

Your data will be stored in a secure location for a maximum of four weeks to allow time for data analysis, before being deleted.

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

We are using Cisco Webex Events to facilitate the Online Information and Q&A Sessions and one to one chats. This is a third party service not operated by Inverness College UHI (Please see the [Cisco privacy policy](https://www.cisco.com/c/en/us/about/legal/privacy.html)).

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 the Inverness College UHI Data Controller on data.controller.ic@uhi.ac.uk