

## Privacy Notice

The Data Controller of the information being collected is: Argyll College UHI Westbay, Dunoon, PA23 7HP, Tel: 01369 707 182.

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at [ACDPO@uhi.ac.uk](mailto:ACDPO@uhi.ac.uk)

This privacy statement relates to the following process:

Event registration using Eventbrite

Your information will be used for the following purposes:

Purpose 1: To register you for Argyll College UHI events you wish to attend

Purpose 2: To populate an event delegate list for the venue's safety purposes and risk assessment under the Fire (Scotland) Act 2005 part III.

Purpose 3: Marketing – sending you emails about other Argyll College UHI events, if you consent to receive them.

Purpose 4: Contacting you to request feedback on the event.

Our legal reason for using the data is/are:

- Processing is necessary for Argyll College UHI to comply with a legal obligation, that being a duty of care to event delegates under the Health and Safety (fire regulations). Holding a delegate list is in line with best practice recommendations in case of fire or other incidents at the venue.
- Marketing emails will only be sent to you if you consent, consent is our lawful basis for sending these emails.
- Registering you for events is undertaken with your consent by registering for the event.
- Our lawful basis for sending post-event surveys is legitimate interest. The legitimate interest is of Argyll College UHI. UHI's interest is in gathering feedback on events to improve its future events, improve the communication of its academic and cultural work and better plan programmes of events in future.

The data being used may include special category (sensitive) data if you choose to provide that to us. We may collect your health data to make any reasonable adjustments we can to provide access and to, and improved comfort and experience at our events.

We may ask you to provide relevant health data to make any reasonable adjustments we can to provide access and to, and improved comfort and experience at our events. You are not obliged to provide this data, but it may help us accommodate you and enhance your experience.

Our lawful basis for processing your data is that processing is undertaken for a matter of substantial public interest. That interest being that the processing is required under an enactment in the public interest – our legal obligation under the Equality Act (2010) makes reasonable adjustments affording guests the opportunity to access and participate in our events.

In order to achieve this, we may need to share the data you provide with relevant staff, and only where provision of the data is necessary for the legal aim.

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

- The event venue
- The speaker or artist
- External Trainers approved by Argyll College UHI.

*This process involves your data being sent outside of the European Union. The following safeguard is in place for this international transfer:*

We are using Eventbrite to collect personal information when you register for an event. This is a third party service which is not operated by the Argyll College UHI. ([See the Eventbrite privacy policy.](#)) Eventbrite operates in the USA and subscribes to the EU-US Privacy Shield.

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

- Three months after the event has concluded

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.