HEIR EVENT PRIVACY NOTICE & USE OF ONLINE CONFERENCE CONTENT

The University of Brighton and HEIR Network ("We" & "Us") developed this Privacy Notice to provide you with information on how we handle and process your personal data and any Content created as part of your participation in the HEIR Network event. We shall process personal data in accordance with the General Data Protection Regulations (GDPR) and in accordance with the Data Protection Act 2018 (DPA).

What personal data will be processed?

We only collect data relevant and necessary to fulfil our stated purpose and will not retain it for longer than is necessary. We do not collect more information than we need. The collection of personal delegate data is done on behalf of the HEIR Network and is led by the organiser. During the course of an event the data collected by us is only used for the purpose of managing your registration and attendance to the event.

The personal data we process will be:

- The information you provide in the form to register for the event, or by other means such as in an email or over the telephone. This includes Name, Job Title, Institution/Affiliation, Email Address.
- Records of communications sent to you by the University & HEIR Network or that we receive from you in relation to the HEIR event.

When using video conferencing applications such as Microsoft Teams, your name, user name, email address, your computer's IP address, MAC address and device name may be collected.

What is the purpose of the processing?

The University will process your personal data for the following purposes:

- To reserve a place for you at the HEIR event
- To provide you with information about the event, that includes event updates, and possible changes, cancellation or similar information;
- To manage and deliver the event effectively and efficiently, including the allocation of delegates to appropriate/selected online sessions and providing event hosts and speakers with information about who's attending each session such that they can tailor content to the audience;
- To contact you with HEIR Network information in the future where you opted-in to such communications as part of the HEIR event registration process.

When using video conferencing applications, such as Microsoft Teams, personal data such as your IP address and device name may collected by the companies who own these applications in order to schedule and create a record of meetings, improve and tailor your experience when using these applications. Where video conferencing applications are used to record meetings, personal data captured within the recording are stored within the cloud service owned by that company. Where recording is taking place, you will be notified at the beginning of or as you enter the recording session.

Data held and used by the University of Brighton are compliant with GDPR. Personal data stored by a service provider within the cloud may be stored outside of the European Economic Area.

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What is the legal basis of the processing?

We ask for your consent to process your personal data for the purposes set out above, and you can withdraw your consent at any time, except as set out below.

When we use your data we do so on the basis that this is necessary:

- In the public interest; or
- For scientific or historical research or statistical purposes; or
- For the purposes of the University's legitimate business interests (for example, in order to manage and develop its business).

Who will your personal data be shared with?

Information concerning event and booking specifics is shared with University of Brighton & HEIR Network, within which your data is shared only with those departments and staff who need access for the processing purposes for the event.

How long is your data kept?

The information you provide when you register for an event will be kept for six months after the event has occurred.

Content created during the HEIR event

As part of your participation in the HEIR event, you may generate online Content which will be shared with other delegates and staff at the University of Brighton & the HEIR Network. For example, this might include (but is not limited to): messages sent in group chats, presentation slides, comments and/or questions submitted about presentations, any images submitted as part of plenary sessions, or similar digital content. All conference sessions will be recorded using Microsoft Teams and recordings will be made available once the conference has ended. Recordings will also be considered conference Content.

All such Content will be made available to all delegates registered for the event day on which the Content was created. All conference Content will be stored securely with the University of Brighton for the purposes of giving registered delegates access to the Content indefinitely.

Padlet

As part of the HEIR event, Padlet may be used to gather information (eg. thoughts and feedback on breakout sessions) from conference delegates. Padlet is software people use to make and share content with others.

Users can create padlets where they and other users can contribute, i.e., post content. This content ("user content") may include text, images, videos, audio, documents, files, links from the web, drawings, and maps.

The administrators of a padlet (the creator and other users appointed as such by the creator) can choose its privacy. The privacy of user content is dependent on the privacy of the padlet. For the HEIR event this will always be 'secret' which means that only people who have the link to the padlet can view content. Since a 'secret' link is just a combination of characters, it is theoretically possible for someone to access a secret padlet by guessing its link.

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If you are contributing to a padlet, we advise you to exercise caution when sharing personal information regardless of the privacy level.