Event Privacy Statement

Information about you: how we use it and with whom we share it

We will use your personal data to allow us to process your registration for the event and to communicate with you and obtain your feedback about the event. We are processing the information about you for these purposes because by registering for the conference, you are entering into a contractual agreement for us to do so. We will not share information about you with any other third party. We will hold the personal data you provided us for 6 months. We do not use profiling or automated decision-making processes.

If you have given us your permission, we will share your name, affiliation and contact details with the other participants in the attendee list. We will not share information about you with any other third party.

Please note that this event, including the question-and-answer session, will be photographed and recorded which may be used by the School of Informatics to promote our activities to prospective students, staff funders and partners, and to provide information and updates to existing stakeholders, funders and partners. This will be used in our printed publications and digital channels, including websites and social media. We will use this on the basis of our **legitimate business interest** to record and promote our work. The school uses external partners to communicate and promote our activities on the School's behalf. Therefore, your personal information/image may be shared with partner agencies involved in the promotion of Higher Education and the University of Edinburgh in particular. This includes the Scottish Government and its agencies including Visit Scotland, Brand Scotland, Scottish Enterprise, Scottish Development International; Universities Scotland and Universities UK, The British Council, Marketing Edinburgh, Edinburgh City Council and the Edinburgh City Region Deal. Where we use your image online this will inevitably be subject to international data transfer and we may also share your personal information to agencies which operate outside of the UK. Where you provide information that enables you to be identified we will seek your consent to publish this identifying personal data. It can include School channels on Facebook, Twitter, Instagram, LinkedIn, YouTube. All personal information/images that we collect is held securely on the University's servers and treated as confidential, and is retained for up to 7 years.

We will hold the personal data you provided us for 6 months. If you have agreed to be contacted about future events, we will hold your personal data for as long as you subscribe to these updates. Images will be held for 7 years, but we will ensure that all information that can identify you directly is removed after 6 months. You will have the opportunity at the event to remove yourself from photographs. Please contact the organiser at the event if you do not wish your image to be recorded. We do not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.

If you have any questions about the privacy policy for this event, please contact languagelunch@ed.ac.uk.

If you have queries about the University of Edinburgh's privacy policy, go to: UoE Privacy notice

Privacy Statement – Photographic images and video
Information about you: how we use it and with whom we share it

The personal information (this may include your name and identifying information, your photographic image or video) you provide as part of this event may be used by the School of Informatics, University of Edinburgh (The School) to promote our activities to prospective students, staff funders and partners, and to provide information and updates to existing stakeholders, funders and partners. This will be used in our printed publications and digital channels, including websites and social media.

We will use this on the basis of our **legitimate business interest** to record and promote our work. We will inform you that we will be capturing and using your image and make this privacy statement available to you.

The School uses external partners to communicate and promote our activities on the School's behalf. Therefore, your personal information/image may be shared with partner agencies involved in the promotion of Higher Education and the University of Edinburgh in particular. This includes the Scottish Government and its agencies including Visit Scotland, Brand Scotland, Scottish Enterprise, Scottish Development International; Universities Scotland and Universities UK, The British Council, Marketing Edinburgh, Edinburgh City Council and the Edinburgh City Region Deal.

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All personal information/images that we collect is held securely on the University's servers and treated as confidential.

These will be kept by at the School of Informatics, University of Edinburgh. We will record where they are used and we will hold your image for **up to ten years**.

We do not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.