



UCISA Virtual Events Participants Privacy Notice

Introduction

This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled, and processed by UCISA.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time; on 25 May 2018, the General Data Protection Regulation (2016/679) (“GDPR”) and the Data Protection Act 2018 which now applies.

Who we are?

Founded in 1993, UCISA is the member-led professional body for digital practitioners in education. Open and inclusive, we work together to use our collective technical knowledge and digital expertise to help transform teaching, learning and research by supporting operational efficiency and an excellent student experience.

Almost all UK Higher Education institutions are UCISA members along with a growing number of Further Education and Sixth Form colleges.

UCISA is a registered not-for-profit charity and supports its community by running a wide range of events and conferences backed up with surveys, reports and best practice toolkits and guides that help our members better meet the ever-increasing digital demands of twenty-first-century education in the UK.

We also work closely with technology and digital service suppliers to the sector – helping them better understand our needs so that they can deliver the solutions that members need.

UCISA is a Registered Company in England No. 09349804, whose Registered Office is c/o Critchleys LLP, Beaver House, 23-38 Hythe Bridge Street, Oxford, Oxfordshire, OX1 2EP. UCISA is registered as a charity with the Charity Commission of England and



Wales, No. 1161218.

The correspondence address for data protection purposes is UCISA, Ruskin College, Dunstan Road, Headington, OX3 9BZ. Alternatively, you can email the Data Protection Officer at admin@ucisa.ac.uk.

Who collects data on behalf of UCISA?

For the purposes of data collection, UCISA will be the Data Controller and is represented on behalf of UCISA by the Finance and Operations Manager. The Data Controller will ensure that the processing of data, carried out by Data Processors, on behalf of UCISA is fair and in accordance with the requirements of GDPR.

What information do we collect?

Due to the outbreak of the coronavirus COVID-19 virus, UCISA has extended the use of 'Microsoft Teams' to organise and host virtual meetings and teleconferences with internal staff and external stakeholders. MS Teams is a cloud-based application included as part of Office 365 that is provided to users with the aim to offer more flexibility and improve communications and collaboration between stakeholders and UCISA.

The core capabilities in Microsoft Teams include business messaging, calling, video meetings and file sharing.

The personal data is collected and stored in Microsoft's Cloud servers with the purpose of providing the abovementioned services.

The processing is not intended to be used for any automated decision making, including profiling.

The categories/types of personal data processed are the following:



- Personal Identifiable Information: username, name, surname, email, work telephone number, current function, and preferred language.
- Electronic identifying information: IP address, cookies, connection data and access times.
- Movies, pictures, video, and sound recordings.
- Metadata used for the maintenance of the service provided.
- Any data as (potentially) processed in the context of file sharing for professional activities (e.g. message, image, files, voicemail, calendar meetings, contacts, and similar)

Lawful Basis for the collection of personal data

In order to collect the data that we do about you, we use the lawful basis of Legitimate Interest in line with GDPR article 6(1)(f), as we consider that we are using your data in a way they you would reasonably expect us to and that this has a minimal privacy impact on yourself.

How do we use the personal details you provide us?

To provide you with the products and services you have requested.

We use your personal data to administer your membership as a new or returning member to provide you with the services offered by UCISA you have requested and for participation in the Organisations activities in accordance with our Terms of Business.

The recording of events is deemed to be in the legitimate interests of the educational objectives of UCISA and to be a reasonable expectation of UCISA and its members, meeting the conditions necessary under Article 6, recital 47 of the General Data Protection Regulation (GDPR).

Personal data in these instances can be processed without obtaining prior consent from the individuals concerned.

However, individuals may under certain circumstances opt out of the recording, on grounds relating to their particular situation or concerns. Individuals will be informed of

their right to opt out of being recorded before the session begins.

By nature, the type of personal data will vary depending on the type of session being recorded. Depending on how the activity is held, the processing and/or recording may include audio (via microphone), video (via video camera or webcam footage) of the attendees and a list of all attendees including any in-meeting chat functions, which is considered to be personal data under data protection laws.

We do not collect any Special Category data.

When do we share personal data?

We may disclose your personal data if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to protect the rights, property, or safety, of our business, our members or others. This includes, in specific cases, exchanging information with other organisations for the purposes of fraud protection.

Data Processor	Details
Disclosure to: UCISA Services Limited (USL)	<p>Details:</p> <p>USL, a wholly owned subsidiary of UCISA which provides events organisation services to UCISA. USL may engage with a 3rd party event management company or with potential event sponsors (see below). UCISA shares your data with USL for the purposes of enabling your virtual attendance at events.</p>
<p>Data Processor: Microsoft</p>	<p>Details:</p> <p>Microsoft, who via Office 365 and Azure are used for the storage and processing of UCISA data.</p>



Data Processor: Wearesmile Ltd	Details: Wearesmile Ltd, who via Hijack are used for the storage and processing of UCISA data.
Data Processor: Google	Details: Google, who via YouTube are used for the storage and processing of UCISA data.

UCISA will not share your data with other third parties without your consent. Where it becomes necessary to make disclosures without your consent, these will always be in accordance with the provisions of the, the EU General Data Protection Regulation (2016/679), the Data Protection Act 2018 and any subsequent legislation.

Where do we store and process personal data?

Data is processed according to our privacy policy and the applicable law of the country where the data is located i.e. within the European Economic Area (EEA). No processing or storage of data takes place outside of the EEA.

How do we secure personal data?

UCISA takes data security seriously and uses the appropriate technologies and procedures necessary to protect the personal information that it holds about you.

In order:

- to protect data against accidental loss
- to prevent unauthorised access, use, destruction or disclosure
- to ensure business continuity and disaster recovery
- to restrict access to personal information
- to conduct privacy impact assessments (where necessary) in accordance with the law
- to train staff on data security

MS Teams has been configured to preserve the confidentiality of the information you



exchange by implementing encryption during all communications and in storage, and anonymous access is not authorised. Any information you add to a group in MS Teams, be it via chat, video conference or file sharing, will be available only to UCISA staff and the members of UCISA itself.

Microsoft data centres are certified in several security standards, most notably ISO 27001, SOC 1 and SOC 2, NIST Cybersecurity Framework (CSF), ISO 27017 and ISO 27018 Code of Practice for Protecting Personal Data in the Cloud.

Hijack is provided by Wearesmile Ltd has been configured to preserve the confidentiality of the information you exchange by implementing encryption during all communications and in storage, and anonymous access is not authorised. Any information you add via Hijack, be it via chat, video conference or file sharing, will be available only to UCISA staff and the members of UCISA itself.

YouTube is part of Google and adheres to Google's privacy policies and principles. YouTube has been configured to preserve the confidentiality of the information you exchange by implementing encryption during all communications and in storage, and anonymous access is not authorised. Any recordings uploaded to YouTube, will be available only to UCISA staff and the members of UCISA itself.

UCISA adheres to the standards and regulations of the General Data Protection Regulation (2016/679) and the Data Protection Act 2018.

How long do we keep your personal data for?

We retain your personal data for no longer than is necessary for the purposes(s) for which it was provided. What this means in practice will vary between different types of data.

Data will be stored in MS Teams for one year after the event activity is completed however transcripts of the event (where available) may be retained for up to two years after the event activity is completed.

Data will be stored in Hijack for one year after the event activity is completed however transcripts of the event (where available) may be retained for up to two years after the



event activity is completed.

Data will be stored in Youtube for a minimum of three years after the event activity is completed after which time it will be reviewed annually and either removed where the content is no longer relevant or retained for a further year.

Your rights in relation to personal data

1. Rights to be informed

You have the right to be provided with clear, transparent and easily understandable information about how we use your personal data and your rights.

2. Right of access

You have the right to obtain access to your personal data (if we are processing it) and certain other information (similar to that provided in this Privacy Notice).

3. Right to rectification

You are entitled to have your personal data corrected if it is inaccurate or incomplete.

4. Right to erasure

This is also known as 'the right to be forgotten' and, in simple terms; enable you to request the deletion or removal of your personal data where there is no compelling reason for us to keep using it.

This is where the personal data is no longer necessary for the purpose for which it was originally collected or processed it for; and we are relying on consent as the lawful basis for holding your data, and you withdraw your consent or where we are relying on legitimate interests as the basis for processing, your data and you object to the processing of your data, and there is no overriding legitimate interest to continue this processing. There is no right to erasure for data collected under the lawful basis of Contract or Public Task where that purpose remains.



5. Right to restrict processing

You have the right to 'block' or suppress further use of your personal data in certain circumstances. When processing is restricted, we can still store your personal data, but may not use it further.

6. Right of data portability

You have the right to obtain and reuse your personal data in a structured, commonly used and machine-readable format in certain circumstances where the lawful basis for processing the information is consent or for the performance of a contract; and the processing has been carried out by automated means. This right does not apply to paper-based files.

7. Right to object to processing

You have the right to object to our processing of your personal data for our legitimate business interests or for direct marketing purposes.

8. Right to withdraw consent to processing

If you have given your consent to us to process your personal data for a particular purpose (for example, direct marketing), you have the right to withdraw your consent at any time (although if you do so, it does not mean that any processing of your personal data up to that point is unlawful).

9. Right to make a complaint to the data protection authorities

If you would like to exercise your data protection rights or if you are unhappy with how we have handled your personal data, please feel free to contact us by using the details set out at www.UCISA.ac.uk.

If you're not satisfied with our response to any enquiries or complaint or believe our processing of your personal data does not comply with data protection law, you can make a complaint to the Information Commissioner's Office (ICO):



Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 Fax: 01625 524 510