

# Permissions & Notices

**Festival of Learning** [Updated 12/02/21]

# General Data Protection Regulation and Data Protection Act 2018, Consent to Process Personal Information:

## Who we are

UWE Bristol is registered as a Data Controller with the Information Commissioner's Office (ICO) and is responsible under the General Data Protection Regulation as enacted, amended and applied in UK law) for the personal data we hold.

We process your personal data under the terms of our registration notice with the ICO and the University's [Data Protection Policy](#). Our Data Protection Public Register number is Z6686621.

## Using your personal information

- The information you provide will be disclosed to administrative staff in the University for the purposes of administering the event, to include:
  - Event reminder emails and joining instructions
  - Diary appointments
  - Attendee lists at the event (for registration and allocation to parallel sessions)
  - Follow-up emails
- By registering for this event, you are signing up to receive information relating to this event and the series of events.
- Data relating to this event will be held for two years. Data will be anonymised for any reporting purposes.

Your records are stored on a secure database and access is restricted to those who need the information in order to carry out their duties at UWE Bristol. We may occasionally share your information with other university departments in order to tell you about activities we think will interest you (e.g. faculty events).

UWE Bristol assumes full responsibility for the protection of your data and will not disclose it to third parties other than those acting as agents for the University. UWE Bristol will not trade your data with any other organisations.

## Your rights and choices

We will always respect a request to stop contacting you. You can request this by emailing [academicpractice@uwe.ac.uk](mailto:academicpractice@uwe.ac.uk) at any time. We will record this to ensure you are no longer contacted by the mean(s) specified by you.

In relation to your personal data we hold, you have the qualified right to:

- Access it
- Receive it in a structured machine readable format
- Rectify it, if it is not accurate or complete
- Erase it
- Restrict its processing
- Withdraw any consent provided or otherwise object to its processing
- Complain to the Information Commissioner's Office (ICO)

If you wish to exercise these rights, please contact the University's Data Protection Officer at [dataprotection@uwe.ac.uk](mailto:dataprotection@uwe.ac.uk). If you are unhappy with the way in which your personal data has been processed you may complain to the Information Commissioner's Office – further information can be found on the Information Commissioner's Office website.

# Permission to use photographs, video, audio or written materials

As part of ongoing enhancement to our publications and website, we seek to include images, testimonials, interviews, video recordings and other materials which feature University staff, students, alumni and other individuals.

**We would be very grateful if you would participate in this process and grant us permission to use images of you and/or quotations from you for the following purposes:**

Creating stock photography or video footage for use in publicity material such as printed leaflets, prospectuses, advertisements, e-communications, or on the UWE Bristol website and social media channels. These images may also be used by external publications (eg the Sunday Times Good University Guide) or promoted on external websites (eg Facebook or YouTube). They may also be used by partner organisations (for example sponsors of prize winners at graduation). Please be aware that these materials are intended to be seen by the general public in the UK and can also be seen internationally.

We would also like to record/event capture sessions during the event (visual (which will also capture on-screen written comments) and audio recording) to enable those who could not attend to benefit from the event. Please note that it is possible to mute your microphone and turn off your webcam to avoid being in the footage.

If you agree to help in this way, please select the appropriate box on the relevant event registration form. The images and/or recordings taken, and any other information you provide, will not be used for any other purpose.

**By selecting “I agree” on the registration form, I confirm that I give my permission for the University of the West of England (UWE Bristol), to use still photographs, event capture or video clips in which I feature, and/or audio and/or written quotations (in any format) I have provided for:**

- Sharing on Blackboard VLE and/or Teams SharePoint site
- Printed materials and publications
- The UWE Bristol website
- UWE and Academic Practice Directorate social media channels

- Digital advertising
- E-communications
- The UWE Bristol intranet site and internal communications

**Conditions of use** (To be retained by Data Subject)

Permission granted by this form is valid for two years from the date of agreement and will expire after this time. Images will not be processed beyond this period.

Personal information such as Full Name (save where your full name may appear as a consequence of enrolling you on the Festival of Learning Blackboard module/Teams SharePoint site and/or where it appears automatically when you log onto online sessions), Address or Telephone number will not be published in any publications or the website or other digital assets. This is used solely to confirm the identity of the data subject.

The member of staff running this project is: Laura Bennett

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If you have any questions or comments on our approach to the use of any of the above information please contact Strategic Communications and Engagement, University of the West of England (UWE Bristol), Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY, UK

Telephone: +44 (0) 117 32 81575 / 86879    Email: [marketing@uwe.ac.uk](mailto:marketing@uwe.ac.uk)

# Inclusivity and Accessibility Commitment

The Academic Practice Directorate (APD) is committed to providing a Festival of Learning that promotes diversity of attendance and inclusivity of participation by promoting equality of opportunity for all attendees and providing an inclusive and accessible platform to share and promote best practice to enhance the student learning experience at UWE.

In order to achieve this, we will be ensuring the following:

- Live sessions to fall within school hours where possible to provide ease of caring responsibilities
- Titles (e.g. Dr) and gender-specific pronouns will be avoided in the event programme
- Colleagues can create own name badges at home if they wish, and/or amend their Blackboard Collaborate sign-in to reflect how they would like to be referred to
- We have submitted an Equality Assessment for the event
- All session materials to be run through Ally/accessibility checker and, wherever possible, available for participants to download in their preferred format
- At registration stage, permission will be sought to take photographs, video or event capture
- Event capture of all sessions, subject to presenters' agreement
- All participants will be asked what adjustments they require in order to attend or contribute to this event (for example, needing to join or leave at different times due to caring responsibilities)
- Each live online session will have a moderator who is able to block any attendee who has inappropriately accessed the session or is displaying unacceptable behaviour
- We have not had any previous experience or reporting of incidents of unacceptable behaviour happening at any APD event but recognise that they sometimes do occur, therefore we have developed a Participant Commitment, which any attendee and contributor registering to the Festival of Learning is asked to agree to.

## Participant Commitment

This participant commitment sets expectations for participant (which includes contributors) behaviour during the conference, and outlines how to report an incident of discrimination, bullying or harassment should the attendees experience them.

### All participants are expected to

- Be considerate, inclusive, respectful and support collaboration
- Refrain from intimidating, discriminatory, harassing or demeaning behaviour (see unacceptable behaviour in the later section)
- Alert staff if you notice someone in distress

## Unacceptable behaviour

UWE Bristol takes unacceptable behaviour seriously. Participants found to be engaging in behaviour that violates this code of conduct will be dealt with via the University's equality and diversity procedures (find out more [on the UWE Bristol website](#)).

Examples of unacceptable behaviour include: intimidation, harassment, bullying, discrimination, derogatory or demeaning conduct related to age, disability, gender, gender identity, language, marriage/ civil partnership status, national or social origin, physical appearance, pregnancy and maternity, race, religion or belief, sexual orientation.

## Discrimination and harassment

The Academic Practice Directorate (APD) is committed to creating and maintaining a friendly, safe and inclusive environment at the Festival of Learning, regardless of age, disability, gender, gender identity, language, marriage/ civil partnership status, national or social origin, physical appearance, pregnancy and maternity, race, religion or belief, sexual orientation.

We value the participation of each attendee and want them to have an enjoyable and fulfilling experience.

## Reporting unacceptable behaviour

If you are being subject to or notice that someone else is being subject to unacceptable behaviour, or have any other concerns, please take one of the following actions:

- Report it directly to a member of the APD staff.

- Private message the Chair during a live online session.
- An incident reporting form is available [on the UWE Bristol website](#).

We encourage all participants to report any form of unacceptable behaviour even if there is no wish for a formal follow-up procedure to take place. This will help us better understand the varying degrees of unacceptable behaviour taking place, and explore how we can prevent them in future events.

## Freedom of Speech

The University believes that a culture of free and open discussion is essential in its role as an academic institution. This culture can only be achieved if all concerned behave with necessary tolerance and avoid needlessly offensive or provocative action or language. The University expects all persons taking part in its activities to respect its values, be sensitive to the diversity of its community and to show respect to all sections of that community. The University will refuse to allow meetings to take place where it is likely to give rise to an environment in which people will experience, or could reasonably fear, harassment, intimidation, verbal abuse or violence, particularly because of their age, disability, gender, gender identity, language, marriage/ civil partnership status, national or social origin, physical appearance, pregnancy and maternity, race, religion or belief, sexual orientation. A meeting conducted under such circumstances is also likely to be unlawful.