



Privacy Notice – Information Relating to Promotional Videos and Recordings

Bòrd na Gàidhlig is tasked by the Gaelic Language (Scotland) Act 2005 (the Act) to promote and develop the Gaelic language.

This privacy notice explains how personal information is used in promotional videos and recordings that are recorded at events run by Bòrd na Gàidhlig.

What Information is Collected?

Bòrd na Gàidhlig manages a range of events where sessions and presentations may be recorded. These may be attended or virtual events. For both types of event, we will make it clear if and when sessions are being recorded before the event and, unless otherwise stated, will be recording the speaker only. We will usually be making audio and visual recordings. Recordings will not be made of any question-and-answer sessions that may follow a presentation.

Bòrd na Gàidhlig currently uses MS Teams for virtual events and your name and e-mail will be collected if you are attending an event. Please note that unless the session is a public broadcast, your information will be made available to other attendees, and you are not able to attend anonymously. You are able to view public broadcasts anonymously.

How Will Bòrd na Gàidhlig Use My Information?

The recordings are gathered and processed using the consent of those appearing in the recording and are being processed for the purposes of promoting Gaelic language and the opportunities available to work with the Gaelic language.

You are able to withdraw your consent at any time although please note that, while Bòrd na Gàidhlig will action your request, it is not always possible to remove information from the public domain. Further information about your rights is provided below.

To assist us with limiting the amount of personal information that is being recorded, we may ask you to turn off your microphone and camera for virtual events, or to sit in a particular place at an attended event if you do not wish to be captured in images. We will always endeavour to only record the designated speaker at virtual and attended events.

Prior to publication, Bòrd na Gàidhlig will edit recordings to ensure no personal information is being processed from those that have not provided consent.

Your name and contact information will be used for the purpose of organising and administering events, which may include notifying you about opportunities to provide feedback. Further information about how Bòrd na Gàidhlig uses contact information can be found [here](#).

Data processing agreements are place with all organisations that process personal information on Bòrd na Gàidhlig's behalf, which require processing to be carried out within the EEA, or for appropriate safeguards to be in place where it is carried out by an international organisation.

Bòrd na Gàidhlig has a contracted service for the provision of a Data Protection Officer (DPO) and your information may be processed in the course of that service being provided, for example for the purposes of auditing data protection compliance.

The recordings will be published on appropriate social media platforms using Bòrd na Gàidhlig accounts and this means your personal information is highly likely to be transferred outside of the EEA. Copies of recordings will not be passed to any other third parties by Bòrd na Gàidhlig unless there is a statutory requirement to do so, or the processing is otherwise lawful.

Your rights (detailed below) will still apply although once published in any media, Bòrd na Gàidhlig will be limited in the way in which it is able to apply your rights to subsequent uses of the information by other individuals or organisations.

What Happens to My Information When It is No Longer Required?

The edited recordings will be retained for as long as they are relevant to Bòrd na Gàidhlig's promotional work and will be regularly reviewed to ensure the content remains current. The original recordings will not be retained after they have been edited.

Additional Information

Your Rights

As explained above, you may withdraw your consent for using your personal information for promotional purposes at any time. You should be aware that, while Bòrd na Gàidhlig will stop using your information for that purpose with immediate effect, it may not always be possible to remove content from the public domain, for example where it has been used in hard copy publications.

You have the right to:

- i. Request access to your personal data.
- ii. Request rectification of your data which means you are able to have inaccurate personal information corrected without undue delay. There may be some circumstances in which Bòrd na Gàidhlig is unable to comply with requests to rectify or destroy information, for example if information must be retained in the original format to fulfil legal obligations. Should this apply to a request you make, it will be explained to you why Bòrd na Gàidhlig is unable to comply with the request, and when it is anticipated the information will be rectified.
- iii. Request erasure of your personal information when certain conditions apply.
- iv. Restrict processing under certain conditions.
- v. Object to processing.
- vi. Data portability in some circumstances.

Complaints

Should you be unhappy with the way in which Bòrd na Gàidhlig have processed your personal data, you have the right to lodge a complaint with the Information Commissioner, who regulates data protection legislation across the UK. Their contact details can be found at <https://ico.org.uk/>.

Contact Details

Bòrd na Gàidhlig is the Controller for information collected and processed for the purposes of administering funding streams. Website: <http://www.gaidhlig.org.uk/bord/en/>.

If you have any queries regarding any of the information in this privacy notice, in the first instance please contact:

Head of Finance and Corporate Affairs/Data Protection Officer

Bòrd na Gàidhlig

Great Glen House

Leachkin Road

Inverness

IV3 8NW

ofis@gaidhlig.scot

01463 225454

Dreach <i>Version Number</i>	Adhbhar/ Atharrachadh <i>Purpose/Change</i>	Ùghdar <i>Author</i>	Ceann-là <i>Date</i>
V2	Version control and BNG logo added	CNI/SB	17/10/2022