**The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.**

**For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at** dataprotectionofficer@uhi.ac.uk

**This privacy statement relates to the following processing:**

Learning and Teaching Academy (LTA) Funded Initiatives

In order to administer and evaluate its funding initiatives (Aurora, Staff Development Fund, LTA Scholarship Fund) the Learning and Teaching Academy collects personal data (name, email address, gender).

**Your information will be used for the following purposes:**

|  |  |
| --- | --- |
| **Purpose 1:** **Administration of funding schemes** | We will use the personal information included on your funding application form to administer the funding schemes. This will include:* Holding the application forms within LTA SharePoint site
* Circulating these to panel members (via SP) for the process of selection panels
* Holding selection documentation within LTA SharePoint site
* Contacting you in relation to your engagement in specific funding initiative evaluations

This data is only available to LTA staff members and designated panel members on individual panels.  |

**Our legal reasons for using the data are:**

|  |  |
| --- | --- |
| **To achieve the following purposes:** | Purpose 1: Administration of funding schemes  |
| **Our legal reason to use the data is:** Consent. In submitting an application for an LTA funded initiative, you consent to your data being used in the ways outlined in this privacy statement |

**Your data will, or may, be shared with the following recipients or categories of recipient:**

LTA staff and specific panel members

**Your data will be retained by the University and Academic Partners for the following period:**

**The following rights are rights of data subjects:**

• The right to access your personal data

• The right to rectification if the personal data we hold about you is incorrect

• The right to restrict processing of your personal data

**The following rights apply only in certain circumstances:**

*•* Theright to withdraw consent at any time if consent is our lawful basis for processing your data

• The right to object to our processing of your personal data

• The right to request erasure (deletion) of your personal data

• The right to data portability

**You also have the right to lodge a complaint with the Information Commissioner’s Office about our handling of your data.**

**The Information Commissioner’s Office is UK’s independent authority set up to uphold information rights in the public interest. Their website is** [www.ico.org.uk](http://www.ico.org.uk)