

Privacy Notice – Work-based Learning Hub external stakeholders

Who we are

The **University of the Highlands and Islands Work-based Learning Hub** ('WBL Hub') works with UHI colleges to deliver Foundation, Modern and Graduate Apprenticeship programmes.

What this Privacy Notice is for

This notice covers the WBL Hub's use of personal data supplied by external stakeholders as a result of involvement in WBL Hub organised events, meetings, and/or communications, including name, job title, organisation, address, email, telephone number, and area of WBL interest/involvement

The legal basis on which the WBL Hub will use this data will be the consent of the data recipient

How we use your information

The WBL Hub will contact you to provide information and updates about relevant WBL Hub activity and future events.

How long we keep your data

Data will be securely retained by the WBL Hub until updated, no longer needed, or consent is withdrawn.

Your rights as a data subject

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 right to withdraw consent at any time

The following rights apply only in certain circumstances:

- 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.

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

A digital version of this Privacy Notice is also available at: www.uhi.ac.uk/stakeholders-privacy