

Privacy Notice

Employer Mentoring Programme

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.
Telephone: 01463 279000

For any queries or concerns about how your personal data is being processed you can contact:

- UHI's Data Protection Officer at dataprotectionofficer@uhi.ac.uk
- Audrey Decou, UHI Curriculum Development Employer Engagement Officer at audrey.decou@uhi.ac.uk

This privacy statement relates to the following process:

Employer Mentoring Programme

Your information will be used for the following purposes:

Your information is used to include you in mentoring activities and to keep you informed of such work. It is used to link you with a University of the Highlands and Islands student participating in these activities.

Our legal reasons for using the data are:

You have given consent for the use by joining the Employer Mentoring Programme.

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

The University of the Highlands and Islands members of staff assisting with the Employer Mentoring Programme.

Your data will be retained for the following length of time:

Data is retained for the duration of the mentee's academic studies at the University of the Highlands and Islands, or until you notify us that you wish to no longer participate in the Employer Mentoring programme.

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:

- The right 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.