**Privacy Notice** – UHI Common Finance Service business case development

**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. UHI is acting as a Regional Strategic Body for the purposes of this processing. The project is being managed by Max Brown, Max.brown@uhi.ac.uk.

**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 process:**

Development of a UHI common finance service business case

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

For UHI to develop a business case for a common finance service amongst the assigned colleges for which UHI is the Regional Strategic Body. UHI, as a Regional Strategic Body, is required to ensure “its funds are used as “economically, efficiently and effectively as possible” (FHEA Sect 23F). UHI is examining whether a common finance service would improve the economy and efficiency of this function across its assigned colleges.

**The following personal data being used for this process has originated from a third party:**

UHI is provided with pseudonymised data pertaining to salary bands of finance staff, in some cases individual staff pay bands may become identifiable. The information also includes role-based information about job role, duties and FTE

**The data originates from these sources:**

The data is provided to UHI by the Academic Partner college that employs you in a finance role. No publicly accessible information is used.

**Our legal reason for using the data is/are:**

• Use is necessary for us to comply with a legal obligation, that being UHI’s obligations as a Regional Strategic Body under the Further and Higher Education (Scotland) Act to ensure that the funds it disseminates are used as “economically, efficiently and effectively as possible” (Section 23F).

UHI has made the request for data its assigned colleges under section 23L of the FHEA, and understands that colleges will be provide the personal data under the ‘legal obligation’ lawful basis pursuant to their obligations under that section (to provide requested information).

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

Your data will only be used by UHI’s Common Finance Service Working Group (limited to fewer than ten UHI staff), and will not be shared with any other organisation.

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

The personal data will be retained for the length of the common services project. Personal data will be deleted after this date.

**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 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.**