

**The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, UHI House, Inverness, 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](mailto:dataprotectionofficer@uhi.ac.uk)**

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

Student Competition

The university will run a competition for those students who activate and set up their personal profile on the UHI Careers and Employability Platform, Handshake

Students will be emailed and encouraged to activate their Handshake account and update their profile. Six prizes of £50 will be offered. The prize draw is only open to students of the University of the Highlands and Islands and they must have a valid student number in order to enter.

The UHI Careers and Employability Team will gather all names of students who activate their Handshake accounts and complete their profiles. The six winners will be picked at random on 1<sup>st</sup> February 2024 and announced the following week.

Please make sure to read the Handshake privacy notice when signing up.

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

<b>Purpose 1: Administration and running of student prize draw and gathering of entries.</b>	<p>UHI Careers and Employability Team will produce a list of students (FE and HE) who have activated their Handshake accounts and updated their profiles (qualified for the draw), and make a draw of six winners at random.</p> <p>All data will be destroyed immediately after the competition winners are chosen (5pm on 1<sup>st</sup> February 2024).</p>
<b>Purpose 2: Prize draw</b>	<p>Only students with valid UHI email addresses will be eligible to participate and only the winners will be notified by email <a href="mailto:careers@uhi.ac.uk">careers@uhi.ac.uk</a>.</p> <p>UHI Careers and Employability Team will produce a list of student who have activated their Handshake accounts and updated their profiles (qualified for the draw), and make a draw of six winners at random.</p>
<b>Purpose 3: Publication of some entries and announcement of winner</b>	<p>Winners will be contacted by email at their UHI email address.</p> <p>Winners will be informed that they have won and will be invited to provide details to claim their prize. At this time UHI will, or may, ask the completion winners if they would like to take part in publicity regarding the competition and Handshake.</p>

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

**To achieve the following purposes:** Purpose 1: Administration and running of student prize draw, Purpose 2: Prize Draw, Purpose 3: Publication of some entries and announcement of the six winners.

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**Our legal reason to use the data is: Legitimate interests.**

UHI considers that the processing is in keeping with its legitimate interests, this being to promote its careers service and system in keeping with its educational mission. Students can opt out of being entered into the competition by contacting [careers@uhi.ac.uk](mailto:careers@uhi.ac.uk) by the 1<sup>st</sup> February 2024.

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

Your personal data will not be shared with any party other than UHI for the competition purposes. The details of winners will be deleted once the prizes have been given out (unless winners give consent for publicity when contacted).

Named winners will be announced through the University Social Media Channels – only if they consent to this when asked.

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

Details of competition winners will be deleted for the competition purposes once the prizes have been administered. Further processing for publicity purposes may take place if winners consent to this (a privacy notice will be provided).

**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.**

**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)**