

Privacy Notice – Careers Communications

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 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 process:

Careers communications – providing you with advice, guidance and information which supports you to: make and manage career decisions, access work experience opportunities, understand the labour market, and to prepare you to secure employment in your field of choice on completion of your studies.

We will send you information by email (to your student account) about:

1. Job opportunities
2. Job placement opportunities
3. Volunteering opportunities
4. Enhancing your employment skills through development sessions with UHI, employers, and other external organisations

Our legal reason for using the data is:

- Use is necessary for the performing of a task in the public interest or under official authority vested in us, that being the university's public task as an educational establishment. Supporting the employability needs of students is a part of the university's public task and educational aims.

If you would prefer not to receive these emails you can opt-out.

You can opt-out when you enrol, or by updating your preferences at any time on the personal details page in UHI Records.

If you opt-out, you will no longer receive emails about these opportunities.

Retention

Your data will be retained in the university student records system in accordance with the student records system retention schedule; a summary of which can be accessed at <https://www.uhi.ac.uk/en/students/support/student-records/why-we-collect-data-about-you/>

Rights of data subjects

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.