

## **Privacy Notice – Careers and Employability – UHI Inclusion Study – Employers Survey**

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](mailto:dataprotectionofficer@uhi.ac.uk)

This privacy statement relates to the following process:

<b>Careers and Employability – UHI Inclusion Study – Employers Survey - contacting employers and inviting them to take part in an online survey</b>
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The Careers and Employability service is undertaking a study to understand how neurodiverse students and those with mental health conditions would like to navigate Careers and Employability services at UHI. As part of this study we are seeking the views of employers who have previously engaged with the university, to better understand how we can prepare our disabled students for further and future employment.

Your information will be used:

- To send an email to your business email address, inviting you to take part in the survey

### About the Survey

There is no requirement for you to take part in the survey - it is entirely voluntary.

The survey will be run online, using a secure survey tool (JISC online).

The information is being gathered on an anonymous basis; the organisers will not know who the responses are from, or if you have taken part.

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

Use is necessary for us to comply with a legal obligation. Data will be processed for the purposes of enhancing and monitoring equality of access and opportunity, including reporting for that function, as required by the Equality Act 2010.

Use is necessary for the performing 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.

### Your Contact Details

We have your business contact details as your organisation has previously engaged with the Careers and Employability Service of UHI.

Your details are stored securely within our CRM (Contact Relationship Manager) system. Your contact details are retained for 5 years from the date of the last engagement with your organisation.

Our legal reason for using the data is:

**Legitimate Interest:** The university has a legitimate interest in building and maintaining relationships with local, regional and national employers as part of its work to support the employability needs of students, and its role in acting as a force for economic, social and cultural change across the region by connecting and collaborating with businesses, public and third sector partners and communities.

If you would like your organisation's details to be removed from this database (CRM system) you can do so at any time by emailing: [careers@uhi.ac.uk](mailto:careers@uhi.ac.uk)

If you would like to update the contact details for your organisation please email: [careers@uhi.ac.uk](mailto:careers@uhi.ac.uk)

## **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.