

## Employer Mentoring Programme: Privacy Notice for Employer Mentors

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

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:

The UHI Mentoring Programme provides students with the opportunity to access insights, advice, and support, from a professional working in a relevant field. The programme includes a matching process (putting students in touch with a relevant employer mentor); keeping in touch during the programme; and gathering feedback at the end of the programme.

All employer mentors sign up to the mentoring contract as part of their involvement in the programme. All students are required to sign up to the contract as a condition of involvement, and as part of the application process.

Your information will be used for the following purposes:

1	Establish and maintain a list of potential employer mentors	We gather and process information from potential mentors including name and contact details; employer or business; geographical area; areas of business expertise
2	Initiate mentor and mentee contact	Once the match has been made, we will send an introductory email to both you (as mentor) and your student mentee, providing both sides with each other's contact details.
3	Keep in touch	We will keep in touch with you during the mentoring process – before, during, and after the programme.
4	Evaluate the mentoring programme	We may contact you at the end of the programme to request feedback.

Our legal reasons for using the data to achieve the following purposes are:

Purpose 1: Establish list of potential mentors Purpose 2: Initiate contact  
Purpose 3: Keep in touch Purpose 4: Evaluate the programme

**Contract:** that being the mentoring contract you enter into, whereby UHI arranges to match you with a student mentee for a defined period of time.

**Public task:** 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.

### **Sharing data with third parties outwith your organisation**

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

Following the matching process, your name and business email address will be shared with your matched student mentee. One email will be sent by the UHI Careers Team to you and your mentor at the same time.

### **Data retention**

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

Your data will be retained as a part of the record of your mentee's academic studies at the University of the Highlands and Islands (mentoring records for mentee in current academic year; certificate of participation as part of mentee's academic record).

A record of you as a mentor will be kept in UHI's list of current and/or future mentors for as long as you are a mentor. You will be asked every year if you wish to continue as mentor.

### **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.