

Privacy Notice – UHI Green Champions Network - 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. 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

This privacy statement relates to the following process:

UHI Green Champions Network survey

Your information will be used for the following purposes:

To conduct a survey of the members of UHI's Green Champions Network (GCN) to understand and improve the impact of the GCN.

As the GCN approaches the end of its first academic year we are interested to hear from both staff and student members about how it has gone and where there may be opportunity for improvements to be made.

Our legal reason for using the data is/are:

- Use is necessary to comply with a legal obligation/ for the performing a task in the public interest or under official authority vested in us as a public body. Public bodies must act in the way best calculated to contribute to the delivery of emissions reduction targets (known as 'mitigation'), in the way best calculated to help deliver any statutory climate change adaptation programme, and in a way that it considers is most sustainable, as required by the Climate Change (Scotland) Act 2009.

Sharing data with third parties outwith your organisation

UHI will not share any of your personal data with any person outwith the UHI Partnership.

Data retention

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

Analysis of the responses will be completed and anonymised findings and recommendations will be written up. Once these have been written up any identifiable survey answers will be deleted (or anonymised).

It is anticipated that all personal data created will be deleted within one year of the survey closing.

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.