

Careers and Employability – UHI Inclusion Survey – Focus Groups

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 and Employability Inclusion Survey – gathering contact details of people interested in taking part in the focus groups

The Careers and Employability service is undertaking a survey to understand how neurodiverse students and those with mental health conditions would like to navigate Careers and Employability services at UHI.

The first part of this study is an online survey, which participants complete anonymously.

At the end of the study, participants are asked if they would be interested in taking part in focus groups.

If you have clicked the link to indicate that you would be interested in taking part, we will then gather contact information from you to invite you to take part in the focus group.

This information will be used to contact you to

- provide you with further details about the focus groups; and
- tell you how you can take part

Our legal reason for using the data is/are:

You have given consent for the use by clicking through to the form, and providing your contact details

Data retention:

Your data will be retained for 3 months after the completion of the study, and then deleted.

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.