**Privacy Notice: Mentor**

Business Mentoring Programme

**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.

Telephone: 01463 279000

**For any queries or concerns about how your personal data is being processed you can contact:**

* UHI’s Data Protection Officer: [dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@uhi.ac.uk)
* Alana MacPherson, Curriculum Development Employer Engagement Officer: alana.macpherson@uhi.ac.uk

**This privacy statement relates to the following process:**

Business Mentoring Programme

**Your information will be used for the following purposes:**

Your information is used to include you in mentoring activities and to keep you informed of such work. It is used to link you with a University of the Highlands and Islands student participating in these activities.

**Our legal reasons for using the data are:**

You have given consent for the use by agreeing to act as a mentor in the university’s Business Mentoring Programme.

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

The University of the Highlands and Islands members of staff assisting with the Business Mentoring Programme, and contact details will be provided to your assigned student mentee.

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

Data is retained for the duration of the mentee’s academic studies at the University of the Highlands and Islands, or until you notify us that you wish to no longer participate in the Business Mentoring programme.

**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:**

* Theright 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.**