

Privacy Notice: University of the Highlands and Islands Business Needs Survey, February 2022

The Data Controller of the information being collected is:

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:

- Data Protection Officer at UHI: dataprotectionofficer@uhi.ac.uk
- Alana MacLeod, Curriculum Development Employer Engagement at UHI: alana.macleod@uhi.ac.uk

This privacy statement relates to the following process:

University of the Highlands and Islands Business Needs Research, July 2019

Your information will be used for the following purposes:

The University of the Highlands and Islands is carrying research in relation to the support needs of businesses across the region, in terms of micro credential courses. The results of this research will be used to develop the university's short course offering.

We would therefore like to gather information from businesses to identify what their organisation and its employees are looking for in terms of upskilling via micro credential courses. This will help us gauge to develop and adapt our support offering to underpin the needs of regional businesses and support economic growth.

Our legal reasons for using the data are:

- You have given consent for the use by willingly providing answers to our business needs questions
- Use is necessary for the purposes of legitimate interests pursued by us or by a third party (in respect of us contacting you to ask these questions and analysing the results)

The processing is undertaken under the legitimate interest of the University of the Highlands and Islands. The legitimate interest(s) of the controller or third party is:

The research and data collated will ensure that the qualifications and training on offer at the University of the Highlands and Islands and its partner colleges is appropriate and informed by the needs of the small and medium sized enterprises across the region, to support the economic growth and development of the areas in which these businesses operate.

This is a beneficial and necessary exercise, with an emphasis on quality improvement and curriculum development. The work will positively impact on local (and potentially national) businesses and employers, as well as individuals benefitting from any future training or qualifications offered.

Sharing of data:

Please note that no personal data or specifics relating to any individual or organisation will be shared out with the university.

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

The data will be retained for up to four years, but there is no set retention period.

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.