**Privacy Notice**: **University of the Highlands and Islands
*Business Community Check-in 2020***

**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
* Katie Masheter, Curriculum Development Employer Engagement Officer at UHI: katie.masheter@uhi.ac.uk

**Your information will be used for the following purposes:**
The University of the Highlands and Islands is contacting businesses through membership organisations including the Chambers of Commerce, Federation of small businesses and Highland Business Women to better understand the needs of the business community and the impact of COVID-19. This activity is designed to capture feedback and ensure that the University of the Highlands and Islands is actively identifying opportunities to support the businesses communities that it serves across the region. Input from businesses will provide the university with an up-to-date pulse check. The team behind the scenes that will analyse this data will ensure that it’s incorporated in the external ‘employer engagement’ planning moving forwards.

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

* You have given consent for the use by willingly providing information and completing the project brief template
* Use is necessary for the purposes of public task pursued by us or by a third party (in respect of us contacting you with this project brief template)

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:

This activity is to capture feedback and ensure that the University of the Highlands and Islands is actively identifying opportunities to support the businesses communities that it serves across the region. It will provide the University of the Highlands and Islands will good insight into industry needs to inform curriculum development. This is a beneficial and necessary exercise, with an emphasis on employer engagement and curriculum development. The aim of curriculum review and development is to enhance student learning, engagement, experience and outcomes.

**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 two years.

**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 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.**