**Privacy Notice**: **University of the Highlands and Islands
*Project Brief for Creative Industries Students***

**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 identifying projects that might be available for students to work on as part of course curriculum ‘live brief’. This activity is designed to engage with industry and give students practical experience. These project briefs will be used to provide an overview of the opportunity available to students. Any contact details will be used by the University of the Highlands and Islands to liaise with the organisation during the project activity.

**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 identify which organisations may have a project for students to work on. It will provide the University of the Highlands and Islands will good insight into industry needs to inform curriculum development. The projects themselves will provide students with practical experience and ‘client’ experience. This is a beneficial and necessary exercise, with an emphasis on employer engagement, curriculum development, enhancing student skills and understanding to better their graduate prospects. 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.**