**Privacy Notice**: **University of the Highlands and Islands, Careers and Employability Employer Advisory Group, 2018:**

**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 University of the Highlands and Islands: [*dataprotectionofficer@uhi.ac.uk*](mailto:dataprotectionofficer@uhi.ac.uk)
* Iain Eisner, Career Manager, University of the Highlands and Islands, *iain.eisner@uhi.ac.uk*

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

University of the Highlands and Islands, Careers and Employability Team, Employer Advisory Group

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

The University of the Highlands and Islands wishes to constitute an appropriate Employer led advisory group to support the work of the Careers and Employability team. The goal of the group is to provide input, advice and guidance to the UHI Careers and Employability Centre, helping to shape our current and future strategies across a wide variety of career development and employability practises. Information gathered will be group contact details enabling invitations to be issued and permit communications between members on an ongoing basis.

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

* Use is necessary for the purposes of legitimate interests pursued by us or by a third party.
* Our Legitimate Interest is:

*Information gathered from these discussions will contribute to the quality and impact of services and programs offered to students and Alumni of the UHI and help to visualise the Career Centre of the future.*

*The group will also act as Ambassadors for the Centre, supporting the dissemination of key messages to networks of stakeholders.*

**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 a period of two years after each meeting.

**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.**