**Privacy Notice**: **University of the Highlands and Islands**

**February 2019**

**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 MacPherson at alana.macpherson@uhi.ac.uk

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

**Career Education, Information and Guidance**

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

|  |  |
| --- | --- |
| **Education** | Participation in workshops and eventsAccess to learning resources and e-books |
| The University of the Highlands and Islands would like to gather feedback about the effectiveness of employability workshops led through collaboration of the Careers and Employability Team and relevant employers. The feedback will be used to inform how these activities are approached and integrated into curriculum in the future.  |

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

* You have given consent for the use by willingly providing answers and completing the survey
* Use is necessary for the purposes of legitimate interests pursued by us or by a third party (in respect of us contacting you with this survey 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 future events are appropriate for both employers and students, and informed by feedback collected from past events. This is a beneficial and necessary exercise, with an emphasis on quality improvement and widening of opportunities for students and graduates. The work will positively impact not only the university, our staff and our students, but also the small, medium and large accounting and finance employers who work closely with us.

**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.**