**Privacy Notice** – Academic Directorate - Employer Engagement CPD

**The Data Controller of the information being collected is:** The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. phone: 01463 279000

**For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at** dataprotectionofficer@uhi.ac.uk

**For any questions about the survey please contact Evelyn Campbell,** evelyn.campbell@uhi.ac.uk

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

Academic Directorate – Employer Engagement Survey of CPD

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

To understand and analyse the CPD requirements of Scotland’s organisations to develop resources and learning experiences which support and strengthen the skills of Scotland’s workforce.

This involves:

Contacting you to invite you to complete the survey

Using the data provided to analyse the workforce requirements and design educational programmes

Report key findings back to participants if they wish to be informed

**The following personal data being used for this process has originated from a third party:**

**Argyll** College UHI

**The data originates from these sources:**

Your name, email address and organisation.

**Our legal reason for using the data is/are:**

• Use is necessary for the performing a task in the public interest or under official authority vested in us. Is this case, the University of the Highland and Islands (UHI) is performing its ‘public task’ as a public body to design and deliver programmes of education and skills development which meet the needs of the Scottish business and organisations to improve outcomes and services for the public. The University is undertaking this project with funding and support from the Scottish Government and the European Social Fund; it is in the public interest that these resources are used effectively. You can object to this processing and we will not contact you again.

We will only contact you to communicate the key findings of the project if you consent to this.

**Your data will, or may, be shared with the following recipients or categories of recipient:**

Your personal data will not be shared with any third parties. However, responses to the survey will be analysed and reported in an anonymised fashion. These reports will be publicly available.

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

Personal data of invitees will be held for 3 months, or less if an objection to the processing is received.

Personal data of respondents will be held for the length of the project which is 14 months.

Personal data of those who wish to be contacted with the key finding will be held until the final project report is written and published. The planned date for this is January 2020.

**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:**

*•* Theright 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.**