**Privacy Notice**

**University of the Highlands and Islands MSc Engineering Employer Research – July/August 2018**

**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.

Telephone: 01463 279000

**For any queries or concerns about how your personal data is being processed you can contact:**

* UHI’s Data Protection Officer at dataprotectionofficer@uhi.ac.uk
* John McLuckie, UHI Curriculum Development Employer Engagement Officer at john.mcluckie@uhi.ac.uk

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

University of the Highlands and Islands MSc Engineering Employer Research – July/August 2018

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

The University of the Highlands and Islands is carrying out industry research in relation to the engineering sector, to ensure that the new Master’s level engineering programme meets the needs of industry. The results of this research will be used to inform the development of the MSc Engineering programme and address key issues faced by the industry in relation to recruitment, skills and qualifications.

**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.

**The legitimate interest(s) of the controller or third party are:**

The processing is undertaken under the legitimate interest of the University of the Highlands and Islands.

**Summary of legitimate interest:**

The University of the Highlands and Islands is carrying out employer research in relation to the engineering sector, to ensure that the new Master’s level engineering programme meets the needs of industry and that employers have the opportunity to engage with the University with regard to key sectoral issues such as accreditation, recruitment, skills and qualifications.

The exercise may also provide wider benefits to the promotion of the national STEM strategy as well as to local communities and businesses across the Highlands and Islands and beyond, by demonstrating the need for curricula which allows students and employees to study flexibly without the requirement to relocate.

**Sharing of data:**

Please note that no personal data or specifics relating to any individual or organisation will be shared outwith 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:**

* 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.**