**Privacy Notice**

**University of the Highlands and Islands - Oban as a University Town (OaUT) Maritime Industry Scoping Follow-up – 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 - Oban as a University Town (OaUT) Maritime Skills Research Follow-Up – August 2018

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

The University of the Highlands and Islands is carrying out marine sector research to follow up on the findings of the Marine Industry Training Report conducted by Imani Enterprise Limited in 2017 in relation to the Oban as a University Town (OaUT) development. The results of this research will be used to inform the direction of the marine and maritime elements of the OaUT development with regard to recruitment, skills and training requirements.

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

Organisation/business name, contact name, contact position within organisation/business.

**The data originates from these sources:**

Imani Enterprise Ltd is the source for the third party information.

The telephone and email contact details obtained are publicly accessible on the Internet and the appropriate web links can be supplied if required.

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

Use is necessary for the purposes of legitimate interests pursued by us or by a third party.

You have given consent for the use by willingly providing answers and completing the survey.

**The legitimate interest(s) of the controller or third party is/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 scoping in the marine and maritime sector to ascertain whether there is a genuine requirement for curriculum and related infrastructural development in the Oban area to facilitate the development of Oban as a University Town (OaUT).

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

The original third party data, namely organisation/business name, contact name, and contact position within organisation/business, plus optional contact details divulged within the survey may be shared with members of the OaUT Academic Offer and Infrastructure project teams.

**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.**