**Privacy Notice** – Payment of fees and expenses

**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 the relevant Data Protection Officer at[dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@uhi.ac.uk)

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

Payment of fees and expenses

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

We use your data to make payments to you in line with the contract we have with, and to communicate the timing and amount of payment. If payment is subject to PAYE, we will also use your data to calculate the correct amount of tax and National Insurance, and to advise HMRC of the amounts deducted.

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

Use of your data is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract.

**If you were to withhold the personal information we require for this process, the consequences would be:**

*We would be unable to process your payment, or the payment will be delayed. If you only provide partial, or incorrect, data it may cause the tax and NI deduction to be inaccurate which may cause inconvenience to you and may result in your tax being questioned by HMRC.*

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

|  |
| --- |
| If your payment is subject to PAYE, we are required by law to share your information with HMRC to enable the correct calculation of tax and NIC. We also share the information with the external bureau which processes our payroll. |

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

|  |
| --- |
| Data will be held in line with UHI’s document retention policy. For financial information this is generally for 6 years beyond the end of the financial year in which payment is made. |

**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.**