Privacy Notice

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](mailto:dataprotectionofficer@uhi.ac.uk)

This privacy statement relates to the following process:

Winter Covid Fund

Your information will be used for the following purposes:

To assess applications to determine if you should be successful for funding.

When you submit your funding application, it will be forwarded to a central email address which will be monitored by staff. These staff will forward your application to the relevant UHI campus you are enrolled in. It will then be assessed by the Student Funding Team, and relevant other staff, to determine if you will be awarded funds.

If successful, your award will either be processed locally by your academic partner or your bank account details will be forwarded to Moray College UHI who will process the payment into your account.

Our legal reason for using the data is/are:

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| • Use is necessary for the performing a task in the public interest or under official authority vested in us. |

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

Your data will be deleted by 31st December 2021

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.