

Privacy Notice – UHI course enquiry form

The Data Controller of the information being collected is

The University of the Highlands and Islands (UHI), Executive Office, UHI House,
Old Perth Road, Inverness, IV2 3JH. Phone: 01463 279190.

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

This privacy statement relates to the following process:

UHI course enquiry form

Your information will be used for the following purposes:

Purpose 1: Answering your enquiry and sending you a confirmation email that your enquiry has been received.	UHI will use your information to fulfil your enquiry/request
Purpose 2: Sending marketing (to those who consent to marketing)	UHI will use your information to send you further relevant information about our courses and services by your preferred methods if you give consent
Purpose 3: Data analysis	UHI will anonymise the information you share for and conduct analysis on the anonymised data. This applies to the anonymisation process only. No personal data is used by UHI in its data analysis. UHI uses anonymised figures about enquiry numbers and enquirer characteristics to help improve its services, curriculum, and communications.

Our legal reason for using the data is/are:

Purpose 1: Answering your enquiry	Consent - you have given consent to the processing.
Purpose 2: Sending marketing (to those who consent to marketing)	Consent - you have given consent to the processing.

Purpose 3: Data analysis	Legitimate Interests - The processing is necessary to meet the legitimate interests of UHI.
--------------------------	---

Legitimate interest(s)

The processing is undertaken under the legitimate interest of:

The University of the Highlands and Islands

Summary of legitimate interest:

Anonymising the personal data allows UHI to conduct data analysis on anonymous data sets. UHI will analyse anonymous data sets to UHI uses anonymised figures about enquiry numbers and enquirer characteristics to help improve its services, curriculum, and communications.

Sharing data with third parties outwith your organisation

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

UHI will hold your personal data in a customer service database hosted by its customer service database provider (Microsoft).

Data retention

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

Purpose 1: Answering your enquiry	One year from the end of academic year in which you submit your enquiry.
Purpose 2: Sending marketing (to those who consent to marketing)	Two years from the end of the academic year in which you submit your query.
Purpose 3: Data analysis	Your data will be anonymised, and the anonymised data may be held indefinitely. Your personal data will only be kept for the periods listed above for purposes 1 and 2.

Rights of data subjects

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:

- The right 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.