

# UHI | SHETLAND

## Privacy Notice UHI Application Form

The Data Controller of the information being collected is: **Shetland UHI, Lerwick Campus, Gremista, Lerwick, Shetland ZE1 0PY.**

For any queries or concerns about how your personal data is being processed, or if you would like to opt out of receiving emails from us, you can contact our Data Protection Officer at [dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@uhi.ac.uk)

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

Use of personal data supplied by individuals making a course or other enquiry through the UHI's web forms.

### **Information collected using this online form will be used for the following purposes:**

Sending you a copy of your completed form for your records. Administering and fulfilling your booking enquiry/request. Sending you accounts and billing information. Sending you certificates. Answering your questions.

Our legal basis for processing your personal data is Legitimate Interest.

We will not disclose the data collected for the above purposes to any third-party organisations outside the UHI.

Your personal data will be retained for one year after the completion of your enquiry then it will be deleted.

### **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 right to withdraw consent at any time, if consent is our lawful basis for processing your data

### **The following rights apply only in certain circumstances:**

- 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. Their website is [www.ico.org.uk](http://www.ico.org.uk)