

University of the Highlands and Islands
Donation - Gift Aid Form
Privacy Notice
May 2021

The Data Controller of the information being collected is:

University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness, Scotland, 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

This privacy statement relates to the following process:

Purpose 1:
Processing donations made to the University of the Highlands and Islands and to claim Gift Aid.
Purpose 2:
Marketing to donors from the University of the Highlands and Islands.

Your information will be used for the following purposes:

Purpose 1:
Your name, address and postcode will be used to process your donation and submitted to HMRC to claim Gift Aid on your donation. Your information will also be stored in our database. You will have the option to donate anonymously. We will inform you of the impact of your gift when appropriate.
Purpose 2:
You will be added to a monthly e-newsletter which will provide university news, development department news, event information, fundraising opportunities and appeals. Digital tools are used to monitor the impact of our communications, such as email tracking to record when an email is opened. We may also contact you directly with information that we think may be of interest to you.

Other sources of personal data:

Some of the data we process may not come directly from you. We may collect an image of you from publicly accessible sources (such as LinkedIn, your organisation website, news images). Such images will not be published and will only be used for identification purposes and customer relationship management within the university development team.

Our legal reason for using the data is/are:

Purpose 1:
<p>Consent – you have given consent for the processing.</p> <p>Legal obligation - Keeping a record of the donation date, payment details and purpose of donation is necessary for the university to comply with financial governance and audit obligations. If you Gift Aid your donations we are required to share details with HMRC.</p>
Purpose 2:
<p>Consent - you have given consent for the use. You can withdraw consent by emailing: development@uhi.ac.uk and you can unsubscribe from the e-newsletter at any time.</p>

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

Purpose 1:
<p>A record of your donation will be held by the university for 50 years and the archived (only where such archiving serves an historical or public interest purpose) or deleted. A basic record of your donation will be kept in the university database and by the finance department's records for audit and compliance purposes for seven years after your donation.</p>
Purpose 2:
<p>Your personal data and details of your donation will be retained in the university database whilst we are actively engaged with you. After five years of inactivity, your record will become inactive and your personal details will be deleted.</p>

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.