

### **'Developments' Newsletter Privacy Notice**

#### **The Data Controller of the information being collected is:**

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:**

Monthly email sent from the development office to donors, supporters and friends

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

Your information will be stored in a database (name, contact details, photo, business name, position) in order to send a monthly electronic newsletter which will provide university news, department news, event information, fundraising opportunities and appeals. Digital tools may be used to monitor the impact of our communications, such as email tracking to record when an email is opened.

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

You have given consent for the use. You can withdraw consent by emailing: [development@uhi.ac.uk](mailto:development@uhi.ac.uk) or unsubscribing from the newsletter at any time.

#### **Other sources of personal data:**

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 Such images will not be published by UHI and will only be used for identification purposes and customer relationship management within the development team.

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

Your data will be retained in our database while we are actively engaged with you. After five years of inactivity, your record will become inactive and all personal details will be deleted. If you are a donor, basic information about your donation will be retained for financial purposes. If you are an alumnus of the university, your details will be stored as per the alumni relations privacy notice.

#### **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



University of the  
Highlands and Islands  
Oilthigh na Gàidhealtachd  
agus nan Eilean

**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.