

Privacy Notice

The Data Controller of the information being collected is: This will be your institution, enter the relevant name and contact details, for example: 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

This privacy statement relates to the following process:

Signing up to assist with UHI research surveys.

Your information will be used for the following purposes:

UHI researchers often undertake research that includes surveys. In many cases it is helpful for researchers to be able to send such surveys to students. Your information will be used by the UHI helpdesk to send these survey links to you. Even if you sign up for this there is no obligation on you to complete the surveys. The only data used in this process is your name and UHI email address.

Our legal reason for using the data is;

You have consented to being sent the survey links.

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

When administering sending you these surveys none of your data is sent outwith UHI. Researchers will only receive your data if you complete the survey. You will always be provided with a privacy notice from the relevant researcher for each survey.

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

For as long as you are registered as a student with UHI.

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.