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

Higher Education – degree certification

**Your information will be used for the following purposes:**
Authorised university staff will contact students who are exiting the university and eligible for an award by email. This email will contain details of the award (and classification where appropriate) you are eligible for. You will be asked to confirm your personal details for your certificate and issue of that certificate as well as confirmation of your attendance at a graduation ceremony. This data will update existing data (where appropriate), and stored in the university student records system. This data will ensure your certificate has the correct details for you and is sent to the correct address to you (recorded delivery)

**Our legal reason for using the data is/are:**

* Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract

Your data will be retained in the university student records system and in accordance with the student records system retention schedule; a summary of which can be accessed at [https://www.uhi.ac.uk/en/students/support/student-records/why-we-collect-data-about-you/](https://www.uhi.ac.uk/en/t4-media/one-web/university/students/support/student-records/Summary---student-records-system-retention-schedule.pdf)

**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:**

*•* Theright 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.**