

UHI | ARGYLL

Privacy Notice

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:

Free renewable heating systems training content.

This process confirms your application to this training. This process involves applicants confirming or editing data collected at application agreeing to the terms and conditions of enrolment at the University of the Highlands and Islands

Your information will be used for the following purposes:

Academic Matters & Statutory returns and stats

- the provision of our core teaching, learning and research services (e.g. registration, assessment, attendance, managing progression, academic misconduct investigations, certification, graduation);
- maintaining student records (to ensure we have the correct data for students);
- Other administrative purposes, including carrying out statistical analysis; statutory returns to HESA and SFC;

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.
- Use is necessary to protect a person's the vital interests.
- Use is necessary for the purposes of legitimate interests pursued by us or by a third party.

The legitimate interest(s) of the controller or third party is/are

The processing is undertaken under the legitimate interest of: West College Scotland

Summary of legitimate interest: The course is run by West College Scotland. UHI Argyll collect and process applications and pass on details of successful applicants to West College Scotland

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If you were to withhold the personal information we require for this process, the consequences would be:

Inability to process application and forward your information to the course provider (West College Scotland)

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

West College Scotland, UHI Argyll Marketing.

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

12 months

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.