# Privacy Notice – UHI Foundation membership applications

## 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:

Considering applications to the UHI Foundation

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

|  |  |
| --- | --- |
| Purpose 1: Consider applications | UHI will use your application, including references from your referees, to consider your suitability to be a Foundation member. UHI considers that the Foundation is best able to perform its role and contribute to UHI’s public task if it is made of a representative and balanced membership. For this reason, UHI will be factoring in all of the information you provide in your application, including your age and stakeholder group, to select candidate who meet the requirements individually and who, taken together with other members, represent a balanced and diverse group.  |
| Purpose 2: Contact you about your application | UHI will contact you about the progress/outcome of you application or to request additional information from you.  |
| Purpose 3: Publish Foundation membership | The UHI Foundation is an important part of UHI’s governance mechanisms and consultative operations. There is, therefore, interest in the Foundation being a transparent body. The Foundation will actively publish details of its Rector and Vice-Chair and will, or may, publish details relating to its business (such as minutes, agendas, news stories, press releases). These publications may include personal data of members.  |
| Purpose 4: Administer foundation membership, including publishing details of Foundation business.  | If you take up a place on the Foundation then your personal data will be processed for the purposes of administering the business of the Foundation. This will, or may, include; contacting you about meetings or Foundation business, processing expenses payments, and listing your contribution in minutes, agendas, news stores, press releases.  |
| Purpose 5: References | UHI may contact your referees to requests references to support your application and consider these references as part of its selection process. |

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

|  |  |
| --- | --- |
| All purposes | Public Task: Processing is necessary for the purposes of a public task of the University, that task being to design and deliver quality fundable education and improving economic and social well-being. To best meet these tasks the university needs to consult it stakeholders and the public in the areas it serves. The purpose of the Foundation is to represent the community that the university serves and to act as a consultative forum. For the Foundation to be most successful in its role supporting the public task, UHI considers that it needs to be, so far is possible, made up of a representative and balanced Foundation membership**.** |

## Special category (sensitive) data:

## Once you have completed your application you will be invited to complete a separate equalities monitoring form. The data collected in this form will be anonymous – it will not be held with your details (this is why it is collected using a separate form). The purposes of collecting this data is to allow UHI to understand the characteristics of Foundation applicants. This allows UHI to consider how it can change and improve its work to encourage the widest range of individuals possible to apply in future.

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

## UHI may not be able to process your application. To be clear, the optional equalities form is not a necessary part of the application. Completing this, or not, will not affect your application.

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

|  |  |
| --- | --- |
| **Purpose 3: Publish Foundation membership****&** **Purpose 4:** Administer foundation membership | **Chair of the Foundation:**If you are successful in your application and take up a place on the board are made the Chair of the Board then UHI will publish the following information about you: Your name, stakeholder group, a short paragraph about you and the experiences and perspectives you bring to the Foundation. You will provided with a full privacy notice about this when you are invited to be a member of the foundation.**Members of the Foundation**UHI will publish details of Foundation business where it considers the publication furthers the activity and value of the Foundation or is in the general interest of reasonable transparency surrounding a UHI body with governance and consultative functions. The material that UHI publishes may include personal data of its members. The material may include, for example; minutes, agendas, news stores, press releases |

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

Your application (and references received in support of your application) will be deleted at the end of the application and appointment process window in which you applied.

Records created by the Foundation or by UHI regarding the Foundation will be retained in keeping with the UHI Partnership Retention and Disposal Schedule.

## Rights of data subjects

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.