**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:** Registering to attend a Sustainability Session event.

**Your information will be used for the following purposes:** To register you onto the event and any communication in relation to the event, including sending out the joining instructions.

**Your information will be shared with:** No information will be disclosed without your prior permission.

**Our legal reason for using the data is:** Legitimate Interest. It is necessary for the management of the event to ensure that participants are sent the joining instructions and any other information in relation to the event they wish to attend.

**Data Retention**

**Your data will be retained for the following length of time:** registration will be carried out by email. These will be deleted within one month of the event.

**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:

• 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. If you wish to object to being recorded, please contact the person running the session.

• 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.