



Honorarium payment – TRANSECTS project participants

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. Payments may be administered on behalf of UHI by UHI Orkney / Orkney Islands Council: UHI Orkney, East Road, Kirkwall, Orkney KW15 1LX. Phone: 01856 569000

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:

Administration of honorarium payments for participants in the TRANSECTS research project

Your information will be used for the following purposes:

Purpose 1: Administration of claims for payment and making payments

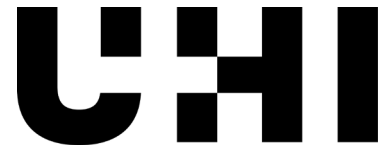
This will include completion of the 'claim form' involving you providing necessary personal data, detailing the nature of your claim, verification of claim details to ensure payments are correct and accurate and only awarded in keeping with the relevant terms. UHI Orkney and Orkney Islands Council will be administering payments for the project on behalf of UHI.

Purpose 2: maintaining adequate records of payments

UHI is required to maintain accurate records of payments and appropriate evidence to provide that payments were made and we made correctly. Any evidence and information you provide may be stored for an appropriate audit period by UHI and/or UHI Orkney / Orkney Islands Council. Audits may be undertaken for tax, public spending, or funding partner requirements.

Our legal reason for using the data is/are:

- Use is necessary for the purposes of a legal obligation on UHI – that being its obligation to safeguard, and demonstrate, value for the use of public funds and including preventing fraud.
- Use is necessary for the performing a task in the public interest or under official authority vested in us. That being UHI's public task to deliver quality fundable education and research.



Special category (sensitive) data

No special category data is processed for the purposes.

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

If you do not provide the required information, UHI (and UHI Orkney on behalf of UHI) may not be able to process your claim or make the payment in a timely manner (or at all).

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

Your information will be handled using an online form, this is handled through UHI's provider JISC Online Surveys.

Your information will be shared with UHI Orkney / Orkney Islands Council who will administer, and make, the Honorarium payments for this project.

Data retention

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

Details of the payment made, and the reason for the payment (potentially including relevant evidence) will be retained in keeping with the ordinary financial retention period. You can read more about this [here](#). This period is likely to be at least six years from the end of the financial year in which the data was last processed for the purpose.

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
- 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.