

Privacy Notice: Mentee

Employer Mentoring Programme

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

Telephone: 01463 279000

For any queries or concerns about how your personal data is being processed you can contact:

- UHI's Data Protection Officer: dataprotectionofficer@uhi.ac.uk
- CDEEO Team: employer.mentoring@uhi.ac.uk

This privacy statement relates to the following process:

Employer Mentoring Programme

Your information will be used for the following purposes:

Your information is used to include you in mentoring activities and to keep you informed of such work. It is used to link you with employer's members of staff participating in or assisting with these activities.

Our legal reasons for using the data are:

You have a contract with the university and the university must process your personal data to comply with obligations under that contract. That contract being between the university and its students, research staff and other parties to provide educational and other products and/or services.

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

The University of the Highlands and Islands members of staff assisting with the Employer Mentoring Programme and assigned Mentor's at partner organisations.

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

Data is retained for the duration of your academic studies at the University of the Highlands and Islands, or until you notify us that you wish to no longer participate in the Employer Mentoring programme.

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.