

Privacy Notice – Sporting Blues Nominations

The Data Controller of the information being collected is The University of the Highlands and Islands (UHI), Old Perth Rd, Inverness IV2 3JH. Phone: 01463 255000

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:

Making nominations for UHI ‘Sporting Blues’ awards

Your information will be used for the following purposes:

	Purpose	Personal data
1	Receiving and verifying a nomination	Nominator (person submitting the form): Name, email address, student or staff ID Please note: A member of the student services team may contact you to check details of the nomination with you. Nominee (person being nominated for an award): Name, email address, student ID, Academic Partner, sporting achievement and narrative
2	Judging by panel and award of ‘Sporting Blue’	Nominee (person being nominated for an award): Name, Academic Partner, sporting achievement and narrative
3	Investigation of vexatious or abusive submissions	As required, information from the nomination form, including nominator details, will be taken forward through the relevant internal process.

Our legal reason for using the data is:

Use is necessary for the purposes of legitimate interests pursued by UHI.

The legitimate interests are to administer a process for the nomination and award of ‘Sporting Blues’, and to protect the integrity of that process for the benefit of nominees, nominators, award winners and previous award winners, the student body, and the wider University community.

Sharing data with third parties outwith your organisation

Nominee data will, or may, be shared with members of the Sporting Blues judging panel, which may include members of staff from UHI and its Academic Partners, representatives

from its student representative body (HISA,) and other relevant panel members – who may be appointed as individuals or as representatives of external organisations.

Data retention

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

	Personal data	Retention Period
1	Nomination form – nominator details, nominee details	2 months after communication of judging panel outcome
2	Award winner summary notes and details	Indefinitely, and a copy passed to the university archive for archive purposes
3	Information required for any internal investigation purposes	As required in line with relevant internal process.

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 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.