

Privacy Notice: UHI news for International High School Counsellors

The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Old Perth Road, 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:

Sending news and updates on UHI courses and offerings to International High School Counsellors

Your information will be used for the following purposes:

- To send you information on UHI courses and its offering for students. Updates are sent by email / newsletter a few times each academic year

Our legal reason for using the data is/are:

- You have given consent for the use.

Data retention

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

Ten years from the end of the academic year in which you first provided us with your contact details

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.