



# Privacy Notice – Enquiry Processing

West Highland College UHI, Carmichael Way, Fort William PH33 6FF. Telephone: 01397 874000.

For any queries or concerns about how your personal data is being processed you can contact our Data Protection Officer at [dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@uhi.ac.uk)

This privacy statement relates to the following process:

## Enquiry to West Highland College UHI

Your information will be used for the following purposes:

### To enable us to fulfil your enquiry or request.

Our legal reason for using the data is that you have given us your consent by providing your contact details. If you were to withhold the personal information we would be unable to fulfil your enquiry or request.

We do not disclose your data with any third party organisations. It may be necessary to pass your query on to a member of staff in the University of the Highlands and Islands or one of the UHI Academic Partners to allow us to give you the best response.

We do not routinely collect special category (sensitive) data. However, if you disclose this to us during your enquiry we will not share it with others when processing your request. Your data provided for this enquiry or request will be retained for a maximum of one year.

### The following rights are your rights as the data subject:

- 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. The Information Commissioner's Office is UK's independent authority set up to uphold information rights in the public interest. Their website is [www.ico.org.uk](http://www.ico.org.uk)**