

Privacy Notice – Student Online Referral for Counselling

UHI West Highland, 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 the relevant Data Protection Officer at dataprotectionofficer@uhi.ac.uk

This privacy statement relates to the following process:

Student Online Referral for Counselling

Your information will be used for the following purposes:

To enable us to fulfil your enquiry/request.

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.

Our legal reason for processing your data is:

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. This form enables a student to self refer themselves for Counselling support if they so wish.

Your data will be shared with the following categories of recipient. Student Services will use the information provided to enable us to contact you and correctly refer you to relevant services. Your details will be shared with the service identified on your behalf.

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

Data retention

Your personal data will be retained for one year.

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