

## UHI Shetland Privacy Notice

### Northern Isles and North Mainland Learning Survey

Shetland UHI is registered with the Information Commissioners Office (ICO) under registration number ZA813704 as required by the Data Protection Act 1998.

Shetland UHI is General Data Protection Regulation (GDPR) compliant, and it collects, processes and stores data about individuals in accordance with the Data Protection Act 1998.

Shetland UHI is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of Shetland UHI's business, for the purposes of running its business, administering educational programmes and providing certification or awards.

### Who will See Your Personal Data?

The personal data that you supply to Shetland UHI for this project will be held securely and will not be passed to any 3rd party except where it has been anonymised and is no longer personal data.

### Our Undertaking

- Your data will be processed fairly, lawfully and transparently, respecting your rights under GDPR Regulations.
- We will not use your data for any purpose other than those we specifically collected it for.
- We will use your personal data, for the purposes it was originally collected for up to 5 years then we will destroy it.

If you have any problems regarding your personal data or wish to exercise any of your rights our Data Protection Officer can be contacted by email on [dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@uhi.ac.uk)

If you are unhappy with our handling of your data, you can complain to the ICO at <http://co.org/concerns>