**Privacy Notice**: Feedback for the University of the Highlands and Islands University Careers and Employability Team Future Me Podcast

This document demonstrates our commitment to protect the privacy and security of your personal information. It contains information regarding how we collect and use personal data or personal information about you in advance of our relationship in accordance with the General Data Protection Regulation (GDPR) and all other data protection legislation currently in force.

**The Data Controller of the information being collected is:**

University of the Highlands and Islands (UHI)
Executive Office, 12B Ness Walk
Inverness, IV3 5SQ
Telephone: 01463 279000

For any queries or concerns about how your personal data is being processed you can contact:

* Data Protection Officer at UHI: dataprotectionofficer@uhi.ac.uk
* Katie Masheter, Curriculum Development Employer Engagement Officer at UHI: katie.masheter@uhi.ac.uk

**Details of information we will hold about you:**

* Personal contact details such as name, location, telephone number and email address
* Your feedback on the Future Me Podcast

**Your information will be used for the following purpose:**

We will use your feedback to review and improve the Future Me Podcast. Any suggestions for episodes and guest speakers will be considered for Future Me Podcast Series 2.

**How we will collect your personal information:**

Your personal information is obtained through the feedback form on the Careers and Employability pages of the University’s website.

**Our legal reason for using the data is:**

You have given consent for the processing by submitting the feedback form on the Careers and Employability pages of the University’s website.

The processing is undertaken under the legitimate interest of the University of the Highlands and Islands.  The legitimate interest(s) of the controller or third party is:

The feedback you provide will also enhance the careers and employability service offering for University of the Highlands and Islands students and graduates. It will provide the University of the Highlands and Islands will good insight to inform future podcast episodes.

**Sharing of data:**

Please note that no personal data or specifics relating to any individual will be shared out with the university.

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

We anticipate that we will retain your data as part of the Future Me podcast feedback and review process for no longer than is necessary for the purpose for which it was collected.

**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 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.**