**The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.**

**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:**

UHI Website – contact us form. Contacting the student records office (SRO)

**Your information will be used for the following purposes:**
On completion of the form, an email will be sent to the SRO email box with the enquiry submitted. Depending on the nature of the enquiry, SRO either will be able to respond directly to the submitter or will seek advice / information before responding. SRO work to answer all emails within five working days.

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

By submitting the form to contact us, you have given consent for the use of your data supplied

Your email will be retained by SRO until the end of the Academic year + 1 year and then deleted.

**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:**

*•* Theright 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.**