



University of the
Highlands and Islands
Inverness College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaiste Inbhir Nis

Privacy Notice – Foundation Apprenticeship Web Enquiry

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at: Inverness College UHI, 1 Inverness Campus, Inverness, IV2 5NA. Phone: 01463 273000 data.controller.ic@uhi.ac.uk

This privacy statement relates to the following process:

Use of personal data supplied by individuals making a Foundation Apprenticeship enquiry through the university's web form.

We will use your information to:

- Fully respond to your enquiry. It may be necessary to pass your details to staff within the college who support the delivery of Foundation Apprenticeships e.g. a Schools Coordinator or Lecturer delivering the apprenticeship your enquiry relates to.
- We process anonymised statistical data collect via software analytics so we can obtain information about how users move around our website. This helps us to improve access to information and the services we provide.

The legal basis on which we use your personal data is consent.

Data retention

Your personal data will be retained until your enquiry is fulfilled, up to a maximum of one year.

Your rights and preferences

The following rights are rights of data subjects:

- The right to withdraw consent at any time (by contacting the Data Controller)
- 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 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.