

## Privacy Notice – Contact Us, We’re Here to Help

Inverness College UHI is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the College’s business. The College collects and uses information (data) about you and stores it in accordance with the UK Data Protection Act 2018 and the UK General Data Protection Regulation.

### What data we will collect about you?

When you complete the contact us form, we will ask you to provide the following information:

- Name
- Email address
- Telephone number
- Details of your enquiry

We use this data to provide information and advice to you about studying with us.

### How will we use your data?

We will use your data to fulfil your information request. We will check whether you require additional information and send further relevant information using your preferred method of communication (if you request this service). Your data will also be used as part of our quality assurance process to measure the effectiveness the information we provided.

### How long will we keep your data?

Your data will be stored in a secure location by our Student Support Team for a maximum of 3 months. This allows time to respond and complete your enquiry and for data analysis. Your data may be shared with other departments within the College if your enquiry cannot be dealt with by the Student Support Team.

You can change your mind at any time and withdraw your consent to the use of your data by contacting the Data Controller.

Inverness College UHI does not sell any data to third party organisations.

If you have any questions or concerns regarding the processing of your personal data, wish to withdraw your consent or exercise any of your information rights, please contact the Inverness College UHI Data Controller on [data.controller.ic@uhi.ac.uk](mailto:data.controller.ic@uhi.ac.uk)