

Privacy Notice For Payment Request

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

This privacy statement relates to the following process:

Requesting a payment from Inverness College.

Your information will be used for the following purposes:

Purpose - To allow us to pay individuals.

Our legal reason for using the data is/are:

Purpose – Use is necessary for the performance of a contract to which you are party. The “contract” refers to the financial payment/transaction that we will make to you. Processing your data is also necessary to enable compliance with a legal obligation. The college is legally obliged to submit statistical data and reports to the Scottish Funding Council (SFC) to satisfy the Government’s need for reporting and as part of the National Fraud Initiative (NFI) that applies to public body payments.

Your data will, or may, be shared with the following recipients or categories of recipient:

Purpose – Your data may be shared with the college’s internal and/or external auditors, the Scottish Funding Council and the National Fraud Initiative public body.

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

7 years after payment is made to you.

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 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.