

### Privacy Notice – Contact Form One Web

The Data Controller of the information being collected is: North Highland College UHI, Ormlie Road, Thurso, KW14 7EE. Tel: 01847 889000 Email: [nhcinfo@uhi.ac.uk](mailto:nhcinfo@uhi.ac.uk) Web: [www.northhighland.uhi.ac.uk](http://www.northhighland.uhi.ac.uk).

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](mailto:dataprotectionofficer@uhi.ac.uk)

This privacy statement relates to the following process:

Contact Form

Your information will be used for the following purposes:

This form will contact the Admissions department of North Highland College UHI which will then refer onto the relevant academic team. This will allow the college to respond to your request for more information about the college's courses

Our legal reason for using the data is/are:

Use is necessary for the purposes of legitimate interests pursued by us or by a third party.

The legitimate interest(s) of the controller or third party is/are:

The processing is undertaken under the legitimate interest of: North Highland College UHI's admissions and academic teams

- The data collected from you is necessary to process your application
- inform you of your success in gaining a place
- Your details may be shared with the University of the Highlands and Islands

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

- University of the Highlands and Islands

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

Your data will be retained for no longer than the nature of the enquiry

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.