

# North Highland College UHI Privacy Notice

The Data Controller of the information being collected is: **North Highland College UHI, Ormlie Rd, Thurso, KW14 7EE. Tel: 01847 889000.**

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at NHCHR [@uhi.ac.uk](mailto:NHCHR@uhi.ac.uk)

This privacy statement relates to the following process:

**North Highland College Covid-19 Track and Trace Process for Visitors.**

Your information will be used for the following purposes:

To maintain an official register of all visitors to the College for the purposes of supporting the Scottish Government's strategy on Test and Protect Scotland's approach to implementing the 'test, trace, isolate, support strategy', is a public health measure designed to break chains of transmission of COVID-19 in the community.

**Your information will only be used for the purpose stated above.**

Provision of contact information is voluntary, however anyone who fails to supply contact details will not be permitted to enter any College building or facility.

Our legal reason for using the data is/are:

- Use is necessary for performing a task in the public interest or under official authority vested in us.

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

**Health and Care organisations involved in supporting measures to protect public health in relation to any suspected or actual outbreak of Covid-19.**

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

**21 days.**

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

## **North Highland College UHI Privacy Notice**

- 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.