

**Privacy Notice - Perth College Information Day – providing course information at your request.**

**The Data Controller of the information being collected** is: University of the Highlands and Islands Perth College, Crieff Rd, Perth PH1 2NX

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:**

To send you course/college information at your request

**Your information will be used for the following purposes:**

To send you course/college information at your request

**Our legal reason for using the data is:**

Consent – you have given consent for the email by providing your email address and requesting the course/college information.

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

Your data will not be shared with any other organisation

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

Your email address will be kept for up to three weeks from collection and will be deleted once we have sent you the requested information email.

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.