



Privacy notice – Freedom of Information (Scotland) Act Requests

The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, UHI House, Old Perth Road, Inverness, IV2 3JH. Phone: 01463 279000.

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

This privacy statement relates to the following process:

Handling and satisfying freedom of information requests

Your information will be used for the following purposes:

To satisfy freedom of information requests

Our legal reason for using the data is:

Use is necessary for us to comply with a legal obligation to satisfy requests made under Freedom of Information (Scotland) Act 2002 (FOISA) or the Environmental Information (Scotland) Regulations 2004 (EIRs)

If you were to withhold the personal information we require for this process, the consequences would be:

If you withhold personal information your request may not be considered a valid request under the Freedom of Information (Scotland) Act 2002 (FOISA). FOISA requires that you provide your name and address (or other contact information).

For more information and guidance about what personal information is required to submit a valid request please visit the website of the Scottish Information Commissioner here:

<http://www.itspublicknowledge.info/YourRights/HowDoIAsk.aspx>

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

Your data will not be shared with any other party. If you refer our handling of your FOI or EIR to the Scottish Information Commissioner's Office we may have to share your information with them to assist them in their investigation.

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

A record of our handling of the request, including your data, will be retained for a maximum of Completion of request handling process + 3 years

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

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data