

Privacy Notice – Supported Transition Visits

The Data Controller of the information being collected is: Moray College UHI, Moray Street, Elgin, IV30 1JJ Phone: 01343 576000

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:

Support transition visits

Your information will be used for the following purposes:

Triage visits to Moray College UHI

The following personal data being used for this process has originated from a third party:

Third Persons Name

Whether or not they are school leaver or post school

Whether or not they have applied for course

Whether they have support needs

The data originates from these sources:

Data comes from current support agencies in partnership with third party.

Our legal reason for using the data is/are:

You have given consent for the use.

The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data is/are:

You have given consent to the processing.

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

Until the transition visit is carried out.

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.