

Privacy Notice – MORAY SWAP Enquiry

The Data Controller of the information being collected is: UHI Moray, Moray Street.

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:

Moray SWAP Enquiry form

Your information will be used for the following purposes:

To allow UHI Moray representatives to contact you following the completion of an enquiry form by email or other agreed chosen method of communication.

As we work in partnership with Enable Works, information provided will also be collated in a tracker for internal evaluation and analysis.

Our legal reason for processing your data is:

To follow up on enquiry form submitted for the Moray SWAP In-work upskilling programme and to complete work as part of the programme.

The legitimate interest of UHI Moray is:

To provide high level of customer service based on results of the enquiry form and provide information about our offering and answer any further queries not discussed or considered.

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

No longer than one month from the date of the enquiry form submission in relation to the purpose of ongoing discussion about our offering. After such time an alternative privacy notices will take effect in line with the Moray SWAP programme policy.

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.