Privacy Notice – General

The Data Controller of the information being collected is: Perth College UHI, Crieff Road, PERTH, PH1 2NX. Phone: 01738 877000.

Perth College is registered with the Information Commissioner's Office (ICO) as a Data Controller under the Data Protection Act 2018 (Registration No Z5290425). For the purposes of the Data Protection Act 2018 the College is considered a public authority.

For any queries or concerns about how your personal data is being processed you can contact the UHI Data Protection Officer at **dataprotectionofficer@uhi.ac.uk**

**This privacy statement relates to the following process:**

This privacy notice provides you with general information about us and why we collect information from you, what we do with the information we collect, who we may share your information with and your rights under the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR) in relation to that information.

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

We collect data (personal information) from you which may be used to verify your identity, to communicate with you or to request more information from you. Your data may also be used for archiving purposes in the public interest and for statistical purposes.

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

By processing your data we are fulfilling our obligations as a College and as a public authority in the provision of Education as a public task in the public interest.

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

**Student Data**

If you are a student of Perth College or applying to be a student we may share your data with organisations in the following categories:

Student Awards Agency for Scotland (SAAS)

Scottish Further and Higher Education Funding Council (SFC)

Skills Development Scotland (SDS)

Scottish Qualifications Authority (SQA)

Perth & Kinross Council

The University of the Highlands and Islands (UHI)

Any sharing of your data is done as a public task in the public interest in the area of Education and for archiving purposes in the public interest and for statistical purposes.

Please see our privacy notice for student admissions and enrolment at: [**https://www.perth.uhi.ac.uk/t4-media/one-web/perth/about-us/policies-regulations-and-guidelines/Student-Records---Further-Education---Privacy-Notices.pdf**](https://www.perth.uhi.ac.uk/t4-media/one-web/perth/about-us/policies-regulations-and-guidelines/Student-Records---Further-Education---Privacy-Notices.pdf)

**Non Student Data**

If you engage with Perth College for any other reason we will only share your data if we have your consent to specific use of the personal information (data) for us to perform the terms of your contract or agreement with us. We provide a range of privacy notes covering our key customers and stakeholders at [**https://www.perth.uhi.ac.uk/about-us/policies-regulations-and-guidelines/gdpr/privacy-notices/**](https://www.perth.uhi.ac.uk/about-us/policies-regulations-and-guidelines/gdpr/privacy-notices/)

Any sharing of data is subject to appropriate safeguards to protect your data, for example through Data Sharing Agreements with the organisations with whom we share data.

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

Please refer to our [**Records Management Policy and Procedure**](https://www.perth.uhi.ac.uk/t4-media/one-web/perth/about-us/policies-regulations-and-guidelines/records-management-policy-and-procedure.pdf) which details the retention periods for various categories of data. For specific contracts and agreements details are given within relevant privacy notices.

**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](https://ico.org.uk/make-a-complaint/) about our handling of your data.