**Privacy Notice**

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

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:

Handling and satisfying Subject Access Requests.

Your information will be used for the following purposes:

To satisfy subject access requests (SAR).

Our legal reason for using the data is/are:

Use is necessary for us to comply with a legal obligation to satisfy requests made under Data Protection Act 2018.

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 Data Protection Act 2018. The Act requires that you provide your name and contact details and any information used by the organisation to identify or distinguish you.

For more information and guidance about what personal information is required to submit a valid request please visit the website of the Information Commissioner’s Office here: [**https://ico.org.uk/your-data-matters/your-right-of-access/**](https://ico.org.uk/your-data-matters/your-right-of-access/)

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 SAR request to the <https://ico.org.uk/make-a-complaint/> 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.
* 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.