

The Data Controller of the information being collected is UHI North, West and Hebrides, Ormlie Road, Thurso, Caithness, KW14 7EE. For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at dpo.nwh@uhi.ac.uk

This privacy notice relates to the following process:

Use of personal data supplied by individuals who have completed a third-party mandate giving permission to discuss/share information with a third-party organisation or individual.

Your information will be used for the following purposes:

- Liaise with a third-party organisation or individual as instructed by you on the third-party mandate form you have completed.
- Discuss only the area you have specified on the third-party mandate form.
- Discuss only with the organisation or individual you have specified on the third-party mandate form.

Legal basis: we will process your personal data based on your **consent** that you provide when you complete and submit the UHI NWH *Third-Party Mandate Form*. If you were to withhold the personal information, we would be unable to fulfil your request. You can withdraw your consent at any time by emailing compliance.nwh@uhi.ac.uk

We do not routinely collect special category data; if you choose to share sensitive personal data with us as part of your submitted request then our additional lawful basis for processing this information is your **explicit consent**.

Data retention - Your personal data will be retained for one year and then archived. Archived data will be retained in accordance with the UHI NWH Records Retention and Disposal Policy, which follows the UHI Retention and Disposal 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 right to withdraw your consent at any time
- Right to request erasure of your personal data (deletion)
- 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. However, before doing so, we would ask that you first discuss your concerns with the College [Data Protection Officer](#).