

The Data Controller of the information being collected is: UHI North, West and Hebrides (UHI NWH), Ormlie Road, Thurso, Caithness, KW14 7EE Phone: 01847 889000. For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at [dpo.nwh@uhi.ac.uk](mailto:dpo.nwh@uhi.ac.uk)

This privacy statement relates to the processing of personal data collected from customers of UHI NWH who have received services or products from us.

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

To allow us to create a customer account in order to create invoices for products and services that you have received and to collect the fee for this; to manage our relationship with you; to meet our legal and statutory obligations; or for auditing purposes.

**Our legal reasons for using the data are:** Use is necessary for us to set up and fulfil our **contract** with you. We must also meet our **legal obligations** to submit statistical data and reports to satisfy various agencies that the college follows financial regulations.

**If you were to withhold the personal information we require for setting up customer accounts, the consequences would be:**

The college would be unable to set up a Customer Account. This would mean the college would be unable to satisfy invoices provided by yourselves and make payments thereto.

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

- Auditors
- Our Debt Collection Agency
- and/or Government Bodies
- Banks and other payment process providers
- Software providers of financial systems, etc.
- [Audit Scotland's National Fraud Initiative](#)

**Data Retention**

Your data will be retained in the college Finance records system for 6 years from the end of this academic year and accordance with the UHI NWH Records 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 following rights apply only in certain circumstances:**

- The right to object to our processing of your personal data

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.