Privacy Notice – McGlashan Trust Bursary

**The Data Controller of the information being collected** **is: Lyndsay Sutherland, Student Support Manager, UHI, UHI House, Old Perth Road, Inverness, IV2 3JH**

**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:**

McGlashan Trust Bursary

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

To assess applications for consideration for funding.

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

• Use is necessary for us to comply with a legal obligation.

• Use is necessary for the purposes of legitimate interests pursued by us or by a third party.

**The legitimate interest(s) of the controller or third party is/are:**

The processing is undertaken under the legitimate interest of: Data Controller

Summary of legitimate interest:

To enable UHI to make awards from an external funding source. The information contained within applications must be assessed in order for appropriate decisions to be made.

*If you were to withhold the personal information we require for this process, the consequences would be:*

To withhold information will result in applications not being assessed. The information requested is required in order for UHI to make an informed decision on whether funding should be awarded.

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

Funding for this bursary scheme is provided by an external organisation. As a result, applications which are successful and awarded funding (by a UHI panel) may have their details included in a report which would be submitted to the McGlashan Trust for their records. In addition, successful applicants may be asked to participate in promotional activities which will raise awareness of the fund to students.

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

All information will be kept for one year. Successful applications will be retained for 7 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:**

*•* Theright 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.**