

Privacy notice – Enquiry Processing and Fulfilment

**The Data Controller of the information being collected is: Lews Castle College (LCC)
UHI, Stornoway, Isle of Lewis, HS2 0XR**

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

This privacy statement relates to the use of personal data supplied by individuals making a course or other enquiry through the College's web forms, by email or by phone.

We will use your information to fulfil your enquiry or request.

Our legal reason to use the data is: you have given consent for the use.

If you were to withhold the personal information we would be unable to fulfil your enquiry or request.

We do not disclose your data to any third party organisations. It may be necessary to pass your query on to a member of staff in the UHI Executive Office or one of the UHI Partner Colleges to allow us to give you the best response.

We do not collect special category (sensitive) data, however if you disclose this to us during your enquiry we will not share it with others when processing your request, unless you give your consent to this.

Your data will be retained until one year after the completion of your enquiry.

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 about our handling of your data. The Information Commissioner's Office is UK's independent authority set up to uphold information rights in the public interest. Their website is www.ico.org.uk