

The Data Controller of the information being collected is: UHI North, West and Hebrides College. 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

This privacy statement relates to the processing of personal data collected from trade creditors or suppliers who have provided services, products, or goods to UHI NWH.

Your information will be used for the following purposes:

To allow us to process requests for payment and transfer monies owed; to manage our relationship with you; to meet our legal and statutory obligations; to prevent and detect fraud; and for auditing purposes.

Our legal reasons for using the data are:

Use is necessary for us to ensure payment can be made to an individual and to satisfy your **contract** with us. We are **legally obliged** to submit statistical data and reports to satisfy various agencies that the college follows financial regulations and for the prevention and detection of fraud.

If you were to withhold the personal information we require for this finance process, the college would be unable to provide payments to creditors of the College.

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

- Auditors
- Government Bodies
- Banks and other payment process providers
- Software providers of financial systems, etc.

Data Retention

Your data will be retained in the college Finance records system for 6 years from the end of this academic year and in 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.