

Contact details:

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

How we use your information:

This privacy statement relates to the use of personal email addresses supplied by individuals who wish to receive College promotional emails regarding our business and leisure course offerings at your local UHI NWH Learning Centre or Campus. We will only send you such emails if you proactively check the consent box to receive marketing.

Our legal reasons for using the data are: you have given us your **consent** by proactively checking the ‘consent to marketing’ box, when submitting your email address. You can withdraw your consent at any time by following the unsubscribe instructions included in each of our email communications or by emailing your local learning center or campus (details listed below):

- Alness learning centre: alness.nwh@uhi.ac.uk
- Auchtertyre learning centres: auchtertyre.nwh@uhi.ac.uk
- Barra learning centre: barralc.nwh@uhi.ac.uk
- Benbecula learning centre: benbeculalc@uhi.ac.uk
- Broadford learning centre: broadford.nwh@uhi.ac.uk
- Dornoch learning centre: dornoch.nwh@uhi.ac.uk
- Fort William campus: fortwilliam.nwh@uhi.ac.uk
- Gairloch learning centre: gairloch.nwh@uhi.ac.uk
- Halkirk learning centre: thurso.nwh@uhi.ac.uk
- Kilchoan learning centre: kilchoan.nwh@uhi.ac.uk
- Kinlochleven learning centre: kinlochleven.nwh@uhi.ac.uk
- Mallaig learning centre: mallaig.nwh@uhi.ac.uk
- North Uist learning centre: leart@uhi.ac.uk
- Portree learning centre: portree.nwh@uhi.ac.uk
- Stornoway campus: stornoway.nwh@uhi.ac.uk
- Strontian learning centre: strontian.nwh@uhi.ac.uk
- Thurso campus: thurso.nwh@uhi.ac.uk
- Ullapool learning centre: ullapool.nwh@uhi.ac.uk

Who we may share data with: Your personal data will not be shared with any third-party organisations.

Retention:

3 years from the end of the academic year (July) in which you gave consent for the marketing emails. The College may contact you near the end of this period to ask if you would like to continue to receive these emails for longer. If you do not reply to say you do, then we will remove you from the list.

Your data subject rights:

- access your personal data
- rectification if the personal data we hold about you is incorrect
- erasure (deletion) of your personal data
- right to withdraw consent at any time
- restrict processing of your personal data
- Data portability

You also have the right to lodge a [complaint with the Information Commissioner’s Office](#) at any time about our handling of your data however we would encourage you to discuss your concerns with us before you undertake this action.