

Cuairt-litir / Newsletter

Privacy Notice

This privacy notice explains how Sabhal Mòr Ostaig UHI collects, manages, uses and protects your data on your request of joining our Newsletter mailing list.

The Newsletter is part of Sabhal Mòr Ostaig UHI, and the College is the data controller.

Your personal data

Sabhal Mòr Ostaig will be what is known as the ‘data controller’ of your personal data processed in relation to the Newsletter electronic mailing list.

Why we need it

We collect your basic personal data such as name and email address in order to send you our Newsletter via e-mail. We will only collect the data that we need in order to provide and oversee this service to you.

Our legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is consent.

Where your data comes from

Data is collected directly from you when you subscribe to our electronic mailing list or update your details online.

The data we hold

We hold the following types of information for subscribers:

- Name
- Email address

How we use your data

We will use your details to send you electronic copies of our Newsletter. We will contact you by email only.

We will contact you to:

- keep you informed of news, exhibitions and events
- invite you to events hosted by Sabhal Mòr Ostaig or partner organisations

Protecting your data

The personal information we obtain is processed in accordance with all relevant data protection legislation. When this legislation is amended or replaced, we will review and update our data processing practices accordingly.

We currently use a third-party provider, Mailchimp, to deliver our e-newsletter and updates. We will ensure that any third-party provider has an adequate level of protection in accordance with UK data protection law and will put contracts in place dictating the use of your data.

Data is never 'sold' to third-parties.

How long do we keep it for

Your data will be retained by Sabhal Mòr Ostaig for as long as it is needed to provide the service to you. After this time, data will be securely deleted.

Your rights and preferences

We will always try to ensure that the data we hold for you is up to date, reasonable and not excessive. You always have the right to:

- be informed as to how we use your data (via this privacy notice)
- access or request a copy of the data we hold about you (see below)
- update your information and/or manage your communications preferences at any time
- opt out of specific types of processing
- ask us to remove your data from our records (see below)
- withdraw consent, where it is used as a legal basis for processing

At any time, you can

- contact us at margaideachd@smo.uhi.ac.uk to tell us about your preferences.
- Unsubscribe using the 'unsubscribe' link on our Mailchimp emails

Contact Us

If you have any questions about this privacy notice please contact us at:

Sabhal mòr Ostaig
Sleat
Isle of Skye
IV44 8RQ
T: +44 (0)1471 888 217
E: margaideachd@smo.uhi.ac.uk

For wider enquiries about how the University manages information please contact:

Data Protection & Freedom of Information Office
Sabhal Mòr Ostaig
Sleat
Isle of Skye
IV44 8RQ

Future changes

If our data practices change at some time in the future we will always post the policy changes on this page.

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at dataprotectionofficer@uhi.ac.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>

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