

Privacy Notice – Subject Access Request

The Data Controller of the information being collected is: Sabhal Mòr Ostaig, Teangue, Isle of Skye, IV44 8RQ. Tel: 01471 888 000.

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

This privacy statement relates to the following process:

Handling subject access requests made to Sabhal Mòr Ostaig

Your information will be used for the following purposes:

To satisfy subject access requests

Our legal reason for using the data is:

Use is necessary for us to comply with a legal obligation to satisfy subject access requests made under the Data Protection Act 2018

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

There may be a delay in satisfying your subject access request if we require more information to process your request. We may not be able to process your request if we cannot verify your identity or find any data held about you.

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

Your data will not be shared with any other party. If you refer our handling of your SAR to the Information Commissioner's Office we may have to share your information with them to assist them in their investigation.

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

A record of our handling of the request, including your data, will be retained for a maximum of six 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

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

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113