

Privacy Notice – Open Day Booking Form

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 processing:

Booking to attend an open day at Sabhal Mòr Ostaig.

Your information will be used for the following purpose:

Sabhal Mòr Ostaig will book you into the open day of your choice and send you event updates and useful information about the open day which, if requested, will include information about accommodation for that time.

Our legal reason for using the data are:

You have given consent for the use. You may withdraw your consent at any time by emailing margaideachd@smo.uhi.ac.uk.

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

Your data will be retained no longer than 1 week after the day of the event you are booked into, or until such time as you withdraw consent.

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