

## Privacy Notice – Freedom of Information 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](mailto:gdpr@smo.uhi.ac.uk) or the Data Protection Officer at [dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@uhi.ac.uk).

**This privacy statement relates to the following processing:**

Handling and satisfying Freedom of Information requests

**Your information will be used for the following purposes:**

To satisfy Freedom of Information requests

**Our legal reason to use the data is:**

Use is necessary for Sabhal Mòr Ostaig to comply with a legal obligation to satisfy requests made under the Freedom of Information (Scotland) Act 2002 (FOISA) or the Environmental Information (Scotland) Regulations 2004 (EIRs)

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

If you withhold personal information your request may not be considered a valid request under the Freedom of Information (Scotland) Act 2002 (FOISA). FOISA requires that you provide your name and address (or other contact information).

For more information and guidance about what personal information is required to submit a valid request, please visit the website of the Scottish Information Commissioner: [How do I ask for information? | Scottish Information Commissioner \(itspublicknowledge.info\)](https://www.scottishinformationcommissioner.gov.uk/)

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

Your data will not be shared with any third party. If you refer our handling of your FOI or EIR to the Scottish 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 the handling of the request, including your data, will be retained for a maximum of 3 years after completion of the request handling process.

**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

## Privacy Notice – Freedom of Information Request

**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](http://www.ico.org.uk)**