



Privacy Notice - FICE Application

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:

Application to complete FICE assessment

This process involves submission of your information in support of an application to undertake a FICE assessment.

Your information will be used for the following purposes:

Purpose 1: Communication regarding the assessment	To communicate with you regarding the status of your application, changes to the assessment dates or times, convey the outcome of your assessment, and other relevant information about the assessment and outcome.
Purpose 2: Reasonable adjustments	Information relating to disability, access needs, or specific learning requirements will only be used in relation to making reasonable adjustments required for the assessment.
Purpose 3: Qualification checks	If you apply to volunteer/work for, study at, or engage with organisations then they may ask Sabhal Mòr Ostaig to verify your qualifications.

Our legal reason for using the data are:

To achieve the
following purpose:

Purpose 1: Communication regarding the assessment

Our legal reason to use the data is: Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract. That contract being between Sabhal Mòr Ostaig and individuals to provide educational and other products/services.

To achieve the
following purpose:

**Purpose 1: Communication regarding the assessment Purpose 3:
Qualification checks**

Our legal reason to use the data is: Use is necessary for performing a task in the public interest or under official authority vested in us. That being Sabhal Mòr Ostaig's public task as an educational establishment.

To achieve the
following purposes:

Purpose 2: Reasonable adjustments



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Our legal reason to use the data is: Use is necessary for us to comply with a legal obligation. That legal obligation being our duty to comply with the Equality Act 2010 by providing reasonable adjustments where appropriate.

The data we use includes special category (sensitive) data. We use this sensitive data under the following legal condition(s):

Purpose 2: Reasonable adjustments.

Use is necessary for us to comply with a legal obligation (social protection law). That legal obligation being the institution's duty to comply with the Equality Act 2010 by providing reasonable adjustments to allow applicants to undertake the assessments.

If you were to withhold the personal information we require for the application process, the consequences would be: Sabhal Mòr Ostaig may be unable to process your application to undertake a FICE assessment, and/or be unable to provide appropriate reasonable adjustments.

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

Name, date of birth and record of qualification	Held for 5 years, or for the duration of the FICE assessment programme.
Reasonable adjustment information	Deleted within two months of the assessment being undertaken.
Email address, phone number and postal address	Deleted within two months of successful delivery/receipt of certificate.

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