

Privacy Notice – Tòisich 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 gdp@smo.uhi.ac.uk or the Data Protection Officer at dataprotectionofficer@uhi.ac.uk.

This privacy statement relates to the following processing:

Application to the Tòisich Gaelic Entrepreneur Programme

This process involves submission of your information in support of an application to the Tòisich Gaelic Entrepreneur Programme.

Your information will be used for the following purposes:

Purpose 1: Application process	To assist with selection and to register a place in the programme for successful applicants.
Purpose 2: Quality assurance and improvement	Sabhal Mòr Ostaig is required to maintain high standards of education and student service and always seeks to improve its services. To do this, Sabhal Mòr Ostaig may use personal data or send surveys to gauge its quality standards and gather opinions or information that can help improve its services.
Purpose 3: Equalities monitoring and reporting	To encourage, enhance and monitor equality of opportunity and treatment. To take steps to encourage and monitor equality as set out in the Equality Act 2010. To create and assess such reports as are required for that function. This involves processing any equalities monitoring information you provide during application and delivery of the programme.
Purpose 4: Returns and statistics	Other administrative purposes including business management and improvement purposes. Also the creation and submission of statistical returns to external bodies such as Inspirent and the Scottish Government.
Purpose 5: Case study	Sharing details of your journey and experiences as a case study for partners of the programme and those funding it. This will involve your personal data being made public, including on websites and social media platforms.

Our legal reason for using the data are:

To achieve the following purpose:

Purpose 1: Application process Purpose 2: Quality Assurance and improvement Purpose 4: Returns and statistics

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, it's partners and the participants of the programme to provide products and/or services.

To achieve the following purposes:

Purpose 2: Quality Assurance and improvement Purpose 3: Equalities monitoring and reporting Purpose 4: Returns and statistics

Our legal reason to use the data is: Use is necessary for us to comply with a legal obligation. Those legal obligations being financial obligations, the return of statistical data and reports to satisfy various

Privacy Notice – Tòisich Application

agencies that Sabhal Mòr Ostaig's standards and funding arrangements are sufficient and our obligations being met. Data will be processed for the purposes of enhancing and monitoring equality of access and opportunity, including reporting for that function, as required by the Equality Act 2010. Sabhal Mòr Ostaig may send you surveys or use data for quality assurance and improvement purposes based on its legal obligations to maintain and improve standards of its work and services to students and the community.

To achieve the following purpose:

Purpose 2: Quality Assurance and improvement Purpose 4: Returns and statistics

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. Sabhal Mòr Ostaig may send you surveys or use data for quality assurance and improvement purposes based on its public task to maintain and improve standards of its work and services to students and the community.

To achieve the following purpose:

Purpose 5: Case study

Our legal reason to use the data is: You have given consent for the use.

As you have given consent, you have the right to withdraw your consent at any time. Should you wish to withdraw your consent, please email gdpr@smo.uhi.ac.uk.

Please be aware however that some of the processing purposes involve publishing your personal data and it is not always possible to reverse publication once it has been, or is in the process of, occurring. For example, if your data is printed, Sabhal Mòr Ostaig or programme partners may not be able to reverse this publication or withdraw your data from the public domain.

Similarly, if your data is published on a website, then other individuals may collect and reuse this data outwith the control of partners of the Tòisich programme. These examples are not exhaustive. With this in mind, please read this entire privacy notice carefully before giving your consent.

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

Purpose 3: Equalities monitoring and reporting

Sabhal Mòr Ostaig processes special category data by providing it to Inspirent and the Scottish Government as required. This sharing happens on the basis that it is necessary for reasons of substantial public interest, that being; identifying and keeping under review the existence or absence of equality of opportunity or treatment.

If you were to withhold the personal information we require for this process, the consequences could be: Sabhal Mòr Ostaig may be unable to process your application to the programme. This could mean Sabhal Mòr Ostaig may be unable to provide you with a place on the programme.

Privacy Notice – Tòisich Application

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

The Tòisich programme is being delivered in partnership with Elevator and Lasair.

- Elevator as a delivery partner
- Lasair, providing programme facilitation in Gaelic.
- Scottish Government
- Inspirent who manage the funding on behalf of the Scottish Government

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

Sabhal Mor Ostaig, Elevator and Lasair will retain your data for no longer than 3 months following the completion of the programme.

International data transfer and publication:

The UK GDPR restricts the transfer of personal data to countries outside the UK, or international organisations. This restriction is in place because once data is transferred in this way it may not be subject to the UK GDPR and you will lose the ordinary UK GDPR protections (protections and rights) for your data once it has been transferred. Once the data has been transferred it may be subject to other local data protection laws in the receiving country – or no data protection law at all if no such law exists in the receiving country.

Sabhal Mòr Ostaig or partners in the Tòisich programme propose to share your data with some service abroad, such as social media platforms, and to publish your data in other ways. Once data has been published in the public domain it is very difficult, and often impossible, to retract and/or contain.

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 Sabhal Mòr Ostaig or the Information Commissioner's Office about our handling of your personal data.

To complain directly to Sabhal Mòr Ostaig, please email gdpr@smo.uhi.ac.uk.

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.