



**Application for Student Funds
Advancement Office
Privacy Notice – Updated August 2025**

The Data Controller of the information being collected is:

The University of the Highlands and Islands (UHI), UHI House, Old Perth Rd, Inverness IV2 3JH

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

This privacy statement relates to the following process:

Purpose 1: Application for internal funds administered by the university development office.

The university requires the data for the purposes of processing and assessing student applications and the disbursement of funds.

Purpose 2: Keeping a record of your award (if successful), for the purposes of enhancing and targeting of communications and marketing by the development department; and sending you marketing communications.

Contact details and minimal information regarding the application (award name, amount and date) will be stored in a university database to keep a record of students in receipt of funding. Details of any hardship will not be stored. This information may be used in future for marketing purposes such as case study requests and fundraising campaigns.

Our legal reason for using the data is:

Purpose 1: Application for internal funds administered by the university development office.

You have given consent to the University of the Highlands and Islands to process the data.

Consent:

You have given consent for use for the purposes of administering the applicable fund. You can withdraw consent by emailing: advancement@uhi.ac.uk. Please note that withdrawing your consent may result in your application being deleted and you may not receive a payment.

Legal obligation:

Keeping a record of the payment date, payment details, name and reason for payment is necessary for the university to comply with its financial governance and audit obligations.

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Purpose 2: Keeping a record of your award (if successful), for the purposes of enhancing and targeting of communications and marketing by the development department, and sending you marketing communications.

Consent:

You have given consent for details of your award to be held by the university for the purposes enhancing and targeting of communications and marketing by the development department, and sending you marketing communications.

You can withdraw consent by emailing: advancement@uhi.ac.uk.

Your data will be shared with:

- Your details may be shared with a panel who are responsible for deciding if an application is successful or not. The panel may include people external to the university.
- Your name may be sent to your elected referee (if requested on application) and the referee will be asked to confirm any details requested.

Different funds may have different requirements and procedures. Please read the information provided on the fund's webpage, or contact advancement@uhi.ac.uk.

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

Purpose 1: Application for internal funds administered by the university development office.

If your application is successful and you receive funding

Your application form will be kept for three months after payment is made.

A record of the payment being made, and the fund name will be kept by the finance department's financial records for audit and compliance purposes for six years after the end of the financial year in which you made your application.

If your application is not successful:

Your application will be deleted three months after it is assessed.

Purpose 2: Keeping a record of your award (if successful), for the purposes of enhancing and targeting of communications and marketing by the development department, and sending you marketing communications

If your application is successful:

Details of the fund, amount awarded, and the date of award will be kept by the university for eighty years and held in your alumni record.

If your application is not successful:

Your application will be deleted three months after it is assessed.

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.