



Privacy Notice – Learning Lab booking form

The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.

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:

Use of personal data supplied by individuals making a Learning Lab booking request through this web form: <https://www.uhi.ac.uk/en/learning-and-teaching-academy/learning-lab/book-the-learning-lab/>

We will use your information to:

- Fulfil your enquiry/request
- Send you further relevant information about your booking (including an Outlook appointment to your email address, where the booking is successful)

The legal basis on which we use your personal data is consent.

We do not disclose your data to any third party organisations.

Special category (sensitive) data

We do not collect sensitive data, however if you disclose this to us during your enquiry we will not share it with others when processing your request, unless you give your consent to this.

Data retention

The data on the web form is sent to a secure email address (lta@uhi.ac.uk). This data is stored only within the email, and not transferred to any other database. These emails will be retained until the completion of your enquiry, or the date of your booking, whichever is the later.



University of the
Highlands and Islands
Oilthigh na Gàidhealtachd
agus nan Eilean

Your rights and preferences

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.