

Privacy Notice – Multi-Factor Authentication (MFA)

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:

Multi-factor authentication for user accounts and services to secure the UHI network and information.

Your information will be used for the following purposes:

Purpose 1: MFA account security

Multi-factor authentication is a security measure used to protect UHI accounts and systems from unauthorised access. Your personal data will be processed to administer the MFA security system. This involves your phone number or mobile app being used to send you access codes to access your account when you attempt to log in. Your data will be administered by Microsoft for this purpose. More information about MFA can be found here: <https://www.uhi.ac.uk/en/lis/information-for-staff/setting-up-your-uhi-account/>

Our legal reason for using the data is/are:

- 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 being your staff or student contract with the University or UHI Academic Partner (providing ICT accounts and services)
- Use is necessary for us to comply with a legal obligation – our obligation to secure our network and data, including our obligations in the UK GDPR and Data Protection Act 2018.
- Use is necessary for the performing a task in the public interest or under official authority vested in us. That being our task to delivery quality fundable education which relies on the university partnership providing secure and adequate ICT functions.

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

You may not be able to access the UHI network.

Sharing data with third parties outwith your organisation

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

Microsoft – Microsoft administer the MFA security system on UHI’s behalf. You can read Microsoft’s privacy notice here: [Microsoft Privacy Statement – Microsoft privacy](#)

Data retention

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

Staff:

Your data will be retained for up to one year after your UHI account expires. Your account will ordinarily expire three months after your leave employment at UHI. In exceptional cases, your account may be maintained for longer – especially if you hold a senior position at UHI and your information needs to be retained.

Students:

Your data will be retained for up to one year your UHI account expires. Your account will ordinarily expire within year after you leave UHI.

Rights of data subjects

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.