

The Data Controller of the information being collected is: Argyll College UHI, West Bay, Dunoon, Argyll PA23 7HP Phone: 01631 559500. For any queries or concerns about how your personal data is being processed you can contact our Data Protection Officer at dataprotectionofficer@uhi.ac.uk or our local contact acdpo@uhi.ac.uk

This privacy statement relates to the following process:

Use of personal data supplied by individuals making a Foundation Apprenticeship enquiry through the university's web form.

We will use your information to:

- Fulfil your enquiry/request. As part of this it may be necessary to pass your query to staff supporting the delivery of Foundation Apprenticeships at the UHI partner college that works with the school you have indicated (for example a Schools Coordinator or Lecturer delivering the apprenticeship your enquiry relates to)
- If you give consent, request feedback on your experience using our enquiry service
- If you give consent, provide your name and details of the school and framework(s) to Skills Development Scotland (SDS) to enable them to liaise with school guidance staff and ensure follow up support is provided as part of senior phase options choices.

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

Data retention

Your personal data will be retained until your enquiry is fulfilled, but a maximum of one year.

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.