

The Data Controller of the information being collected is: UHI North, West and Hebrides (UHI NWH), Ormlie Road, Thurso, Caithness, KW14 7EE Phone: 01847 889000. For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at dpo.nwh@uhi.ac.uk

This privacy statement relates to the processing of personal data collected from financial customers of UHI NWH who have received services or products from us.

Your information will be used for the following purposes:

To allow us to create a supplier account in order to create invoices for products and services that you have received and to collect the fee for this; to manage our relationship with you; to meet our legal and statutory obligations; or for auditing purposes.

Our legal reasons for using the data are: Use is necessary for us to set up and fulfil our **contract** with you. We must also meet our **legal obligations** to submit statistical data and reports to satisfy various agencies that the college follows financial regulations.

If you were to withhold the personal information we require for setting up supplier accounts, the consequences would be:

The college would be unable to set up a Finance Creditor Account. This would mean the college would be unable to satisfy invoices provided by yourselves and make payments thereto.

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

- Auditors
- Our Debt Collection Agency
- and/or Government Bodies
- Banks and other payment process providers
- Software providers of financial systems, etc.

Data Retention

Your data will be retained in the college Finance records system for 6 years from the end of this academic year and accordance with the UHI NWH Records Retention and Disposal Policy.

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 object to our processing of your personal data

You also have the right to [lodge a complaint with the Information Commissioner's Office](#) about our handling of your data. However before doing so, we would ask that you first discuss your concerns with the College.