**Privacy Notice – University of the Highlands and Islands Gender-Based Violence student training module and certificate**

The Data Controller of the information being collected is: University of the Highlands and Islands, Ness Walk, Inverness, IV3 5SQ.

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:**

Completion of the gender-based violence (GBV) online student training module and providing you with a certificate to show that you have completed the course.

**Your information will be used for the following purposes:**

The GBV student training module is available to all students and is not a mandatory part of your academic programme. However, it is encouraged you undertake this module to learn more about gender-based violence, consent, and healthy relationships.

Upon completion of the module, you will automatically receive a certificate to show you have undertaken the training.

Your data will be stored to allow the EO Student Support team to enrol you onto the module and for a certificate to be generated. Please note that details you have completed the course will only be kept until you leave UHI. If you need a copy for your records, please download a copy before you leave.

**Our legal reason for using the data is/are:**

You have given consent.

**Sharing of data:**

Your data will be held by UHI only for the purposes of administering the course and providing you with your certificate.

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

Your data will be deleted at start of the next academic year after the year that you leave UHI.

**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:

*•* Theright 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.