

Adult & Youth Registration Privacy

- **Purpose**

Registration for Adult and Youth Services

- **Description**

Personal information is required to administer, plan and manage learning activities effectively and safely, ensuring that any medical or additional needs are catered for.

- **If you do not give us your information**

If you do not provide High Life Highland with your personal details we will be unable to formally register you as a learner and offer the full programme of activities available.

- **Conditions for processing personal information**

Consent – article 6 (1) (a) – we require your personal information to administer, plan and manage learning activities.

- **Your rights**

- o Access to personal data.
- o Rectification of personal data.
- o Removal of personal data.
- o Change the way we process your personal data.

- **Who we share your information with**

High Life Highland share your personal information with third parties in order for us to administer process. For a list and more information on third party processors please visit:

www.highlifehighland.com/GDPR/Data-processors

- **How long we hold your information**

Adult Learners – We will retain your personal data whilst you are a registered learner. Your information will be anonymised 12 months after your last engagement with us.

Youth Learners – We will retain your personal data whilst you are a registered learner. Your information will be anonymised 5 years after your last engagement with us.

- **How to withdraw consent/cancel**

If you wish to stop using the Adult and Youth Services and have your personal information removed from our database please email DPO@highlifehighland.com

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- **Automated processing**

Your personal information is not subject to automated decision making or profiling.

- **Data controller**

The data controller is The Highland Council (High Life Highland delivers services on behalf of The Highland Council).

- **Data Protection Officer**

Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX
01463 702029

DPO@highlifehighland.com

- **Supervisory authority**

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

<https://ico.org.uk/global/contact-us/>