

Online Forms and Surveys - Privacy Notice

Purpose

Online Forms and Surveys

Description

High Life Highland provides the opportunity to submit information electronically via online forms and surveys. These forms/surveys collect information and feedback regarding the services provided by the organisation.

Personal information is gathered to allow High Life Highland to process and respond to information and feedback. Your contact details (where provided) will be used to contact you if a response is required.

If you do not give us your information

If you do not provide High Life Highland with personal information we will be unable to respond.

Conditions for processing personal information

Consent – article 6 (1)(a) – we require your personal information to allow us to process and respond to your feedback.

Your rights


- Access to personal data
- Amendments to your data
- Removal of your personal data
- Change the way we process your personal data

Who we share your information with

High Life Highland do not share this information externally however, we do host data using third party systems. For a list and more information on third party processors please visit:

www.highlifehighland.com/GDPR/DataProcessors

How long we hold your information



Your information will be held for the duration of analysis which is typically immediately after receipt or a survey has closed. However, any information required to be held longer will not be held longer than 2 years from the date of submission.

How to withdraw consent/cancel

GDPR states that individuals have the right to be forgotten. If you would like your details to be removed from our records please email DPO@highlifehighland.com

Automated processing

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

Data controller

The data controller is High Life Highland

Data Protection Officer

Contact our 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/>