

# High Life Grow Project Privacy Notice

## Purpose

To provide horticultural training and therapy

## Description

Where payment is required completion of a direct debit mandate is necessary to allow monthly payments to be collected. Your contact details will be used to contact you in relation to your attendance at the Grow project or in the event of an emergency.

## If you do not give us your information

If you do not provide High Life Highland with your personal details it will be unable to attend the Grow Project.

## Conditions for processing personal information

Contract – HLH need to process this personal information to fulfil the contract with the customer (Article 6 (1)(b) of GDPR)

## Your rights

- Access to personal data
- Rectification of personal data
- Erasure of personal data
- Restrict processing of personal data

## Who we share your information with

High Life Highland processes your personal data using third party software and payment systems.

For a list and more information on third party processors please visit:

<https://www.highlifehighland.com/gdpr/data-processors/>

## How long we hold your information

HLH will retain your data whilst you attend the Grow Project. Your data will be removed 1 years after your last engagement with High Life Highland.

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## 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/>