

Privacy Notice – HTC marketing mailing list

The Data Controller of the information being collected is:

Highland Theological College, High Street, Dingwall, IV15 9HA

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:

Purpose 1: Signing up for HTC email marketing mailing list	Providing your details, including email address, to HTC to sign up for HTC's email marketing mailing list. HTC will send you email marketing. This marketing will include (but not be limited to): Course information, direct appeals, fundraising, event invitations and publicity, calls for volunteers, alumni information, details of college activity, job adverts.
Purpose 2: Contacting you to invite you to stay on the mailing list after a reasonable period	Five years from the end of the academic year in which you sign up you will be removed from the mailing list by default. We will contact you in advance of this to ask of you wish to remain on the list. If you do not reply you will be removed from the list.

Our legal reason for using the data is/are:

- You have given consent for the use.

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

- Mailchimp, who provide marketing list administration and marketing communication services to HTC under contract.

This process involves your data being sent outside of the UK. The following safeguard is in place for this international transfer:

Your data may be transferred to the following locations by Mailchimp: USA, Romania, Germany. The transfers are made on the following bases:

- Adequacy decision for the EEA (Romania and Germany)
- Adequacy decision for USA (via UK-US data bridge scheme) "The Rocket Science Group LLC d/b/a Mailchimp"

Data retention

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

Purpose 1: Signing up for HTC email marketing mailing list	Five years from the end of the academic year in which you sign up. If you elect to stay on the list this will be extended by the same period.
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Purpose 2: Contacting you to invite you to stay on the mailing list after a reasonable period	Five years from the end of the academic year in which you sign up. If you elect to stay on the list this will be extended by the same period.
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Rights of data subjects

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 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.