

Photographic, Audio and Video Consent Form Privacy Statement

Shetland Fisheries Training Centre Trust trading as the NAFC Marine Centre UHI (NAFC) is registered with the Information Commissioners Office (ICO) under registration number 26072360, as required by the Data Protection Act 2018.

The NAFC is General Data Protection Regulation (GDPR) compliant and it collects, processes and stores data about its students, staff, contractors and other parties in accordance with the Data Protection Act 2018.

The NAFC is committed to ensuring that the processing of personal data is only undertaken in the operation of NAFC's business, for the purposes of running its business, administering educational programmes and providing certification or awards.

Who Sees Your Personal Data?

The personal data that you supply to the NAFC will be held securely on our computer systems and may be processed by our partner colleges: Train Shetland, Shetland College UHI and the Highlands and Islands University (UHI).

Where you have given us consent we may use that personal data to promote the NAFC Marine Centre and University of the Highlands and Islands and its projects through local and national media, Facebook, the internet, Twitter and other promotional material.

Our Undertaking

- Your data will be processed fairly, lawfully and transparently.
- We will not use your data for any purpose other than those we specifically collected it for.

Your Rights Under GDPR

- Your data should be correct and up to date and if it's not, you have the right to have it corrected.
- In some circumstances you may have the right to be "forgotten" which means that your data could be deleted.
- You can object to how your data is being processed or ask us to restrict its processing. We would have to take into consideration our legal, statutory and business obligations before we agreed to make any changes, however, we would consider it seriously and explain transparently where we can't oblige.
- If you have given your consent to us using your personal data, you can change your mind. You can withdraw your consent for us to publicise your photograph, name or video image, however, we can only prevent future publication from the date you officially inform us you've withdrawn your consent, not erase publications prior to that date.
- You have the right to access the data that NAFC holds on you. If you request a copy of this data, you have the right to use it elsewhere.
- The NAFC keeps a consent register on which we record the date someone gives us consent, what the consent was for and how the personal data will be used. If consent is then withdrawn, this register will also record the date consent was withdrawn.

The NAFC will periodically review and update their Privacy Statement to provide improved clarity, ensure processing fairness and keep abreast of any changes in the law.

If you have any problems regarding your personal data or wish to exercise any of your rights, by making a data request or to withdraw your consent, our Data Protection Officer can be contacted at nafcdpo@uhi.ac.uk

If you are unhappy with our handling of your data you can complain to the ICO.

Information Commissioner's Office
45 Melville Street
Edinburgh
EH3 7HL
Tel: 0303 123 1115

*NAFC Marine Centre is the trading name of Shetland Fisheries Training Centre Trust
Scottish Charity Number SC003715
The Trust is a Management Agent for Shetland Island Council*