

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 1998.

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 1998.

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

Why we Will Collect Your Personal Data

While you are conducting research at the NAFC we will need to collect, process and store some of your personal information such as your telephone number, your name and email address. The information we collect is necessary to provide a safe and functional working environment for you.

Who Sees Your Personal Data?

Personal data that you supply to the NAFC may be processed by our contracted third parties and partner colleges: Train Shetland, Shetland College UHI and other partner colleges within Highlands and Islands University (UHI).

We may share your personal data with others, where it is necessary:

- Where we are obliged to do so by law or regulations;
- With bodies providing funding for your research;
- With our insurance providers;
- With educational bodies collaborating in your research;

The NAFC may also provide limited personal data to contracted third parties to enable provision of services for the purposes of communication, teaching, learning, administrative support and IT provisioning. This includes, but is not exclusive to Microsoft for email accounts and CollabCo for access to the student portal.

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.
- Whether we collect your personal data verbally, by paper form or on line, we will only ever collect the data we need to perform the task you are requesting and no more.
- We will only keep your data for as long it is necessary.

- We will ensure that your data is kept safe.
- Your data will not be transferred outside the European Economic Area without your consent.

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 if where we can't oblige.
- If you have given your consent, you can change your mind.
- 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 will periodically review and update their Privacy Statement to provide improved clarity, ensure processing fairness and keep abreast of any changes in the law.

Our Privacy Statements can be found on our website at this location

<https://www.nafc.uhi.ac.uk/about-us/policies-and-documents/>

If you have any problems regarding your personal data or wish to exercise any of your rights, by making a data request, 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*

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