Privacy Notice

The James Hutton Institute ("Hutton", “us”, “we” or “our”) including Biomathematics and Statistics Scotland ("BioSS") will use your personal data for the purpose of administering our training courses including registering your interest, registering you for courses, using feedback questionnaires, providing you with course related information and maintaining course records. We process your personal data relying on one of the following lawful bases:

- If you are scientist/student of one of the Main RESAS Providers (“MRPs”) and/or delivery of this course is considered as part of our obligations to RESAS/SG or another public funder, our lawful basis is that this processing is a task in the public interest.
- If you are a non MRP scientist/student and delivery of this course is not considered part of our obligations to RESAS/SG or another public funder, our legal basis for collecting and processing your personal data is most often that this is necessary for the performance of a contract to which you are part to or taking steps at your request prior to entering into the contract.
- For data processing activities not falling within the definition and scope of the above lawful bases, we will seek your consent prior to processing.

For the above purpose we may process your name, email address, telephone number, your university/organisation and department, your capacity (as staff/student), any name/address for invoicing you and any other information you voluntarily provide via forms, emails or other communications and during training sessions. We will only obtain this information from you.

We are the Data Controller over your personal data. We will not share your personal data with any third party unless required by law or you have consented to this. An exception to this is where we may communicate with your employer (who has organised the training with us) whether you have completed the training or not by the relevant deadline. Where we do this our legal basis will be that it is in our legitimate interest to communicate such information to our customers to ensure they receive maximum benefit from the training provision. We shall only retain it for as long as is necessary to fulfil the above-mentioned purposes and will not transfer it outside the EEA. You have rights in relation to your personal data and further details can be found in Hutton’s privacy notice, at http://www.hutton.ac.uk/terms. To exercise these rights please contact DPO@hutton.ac.uk. You can also complain about our handling of your personal data to the Information Commissioner’s Office.