



Work experience placement application

Privacy Notice – Work experience placement application

Introduction Highland and Islands Airports Limited (HIAL) is wholly owned by the Scottish Ministers. The company operates and manages 11 Airports at Barra, Benbecula, Campbeltown, Dundee, Islay, Inverness, Kirkwall, Stornoway, Sumburgh, Tiree and Wick. HIAL's airports are vital to the social and economic welfare of the areas they serve, but are loss making, and are supported by subsidies from the Scottish Government in accordance with Section 34 of the Civil Aviation Act 1982.

HIAL uses personal information for a range of purposes and our privacy notices provide information about why we obtain and collect personal information, and how we process it.

This document provides information about how your data is collected, how it is used and the basis for processing your data during the application process for a work experience placement.

Why are we collecting your information?

The primary purpose of the work experience placement form is to enable applicants to submit an application.

What information is collected?

The information we collect from you will depend upon how you wish to use the website. To sign up to job alerts, you create a profile for which we require:

- Your name
- Your date of birth
- Your contact details, phone number and e-mail

Plus, the details of your university/ college/ school details, sponsor name, and contact number.

How will my information be used?

Lawful Basis

Depending on the processing activity, our use of your personal data falls within different lawful grounds under the UK GDPR,

- For the purposes of a legitimate interest

Will my information be passed to anyone else?

Your personal information will not be passed to any other third parties.

Any information submitted will be shared internally with the appropriate manager.

Your personal information will not be transferred to any countries that are outside of the UK.

What happens when my information is no longer required?

Personal information submitted as part of a work experience placement application will be retained as follows:

- For successful candidates' information is retained for 6 years. HIAL has a legitimate interest in retaining personal data after a placement has concluded.
- If a placement is not made information will be retained for six months and then destroyed.

Additional rights

Under the GDPR, you have a number of rights in relation to your personal information. You have the right to:

- request access to your personal information
- request rectification of your personal information which means you are able to have inaccurate personal information corrected without undue delay.
- request erasure of your personal information when certain conditions apply.
- restrict processing under certain circumstances.
- object to processing
- data portability in some circumstances.

Requests that relate to rectification, erasure or restricting processing will be passed to any recipients of your personal information.

There may be occasions when HIAL is unable to comply with requests to exercise the rights above. Should this apply to a request you make, it will be explained to you why HIAL is unable to comply with the request and any options available.

For more information on how to exercise any of these rights, please contact the Data Protection Officer at dpo@hial.co.uk.

You can find independent advice about personal data rights provided by the [Information Commissioner's Office](#)

Complaints

Should you be unhappy with the way in which HIAL have processed your personal data, you have the right to lodge a complaint with the Information Commissioner, who regulates data protection legislation across the UK. Their contact details can be found at <https://ico.org.uk/>