

## Privacy notice – contacting you as a priority student at application, enrolment, and other times

**If you are an HE student, or will be applying for an HE (HNC or above) course:**

The Data Controller of the information being processed is: The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.

**If you are an FE student, or will be applying for an FE (below HNC level) course:**

The Data Controller of the information being processed is: The UHI Academic Partner at which you are enrolled. A full list of UHI's Academic Partners is available [here](#).

**For any queries about the student support process please contact:** [support@uhi.ac.uk](mailto:support@uhi.ac.uk)

**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](mailto:dataprotectionofficer@uhi.ac.uk)

**This privacy statement relates to the following processing:**

When you disclose at application or enrolment you identify as falling into one of the below categories, we will make contact with you and let you know about the available support on offer to you:

- Care experienced student
- Student carer
- Estranged student

You will be contacted if you identified yourself as being in one of these categories when you applied or enrolled for a course of study at the University or one of the UHI Academic Partners.

We understand you may experience additional challenges than other students, however, support is available to you throughout your student journey and regular checks will be provided to ensure you have the appropriate support in place.

In addition, the university and UHI's Academic Partners have a legal duty to report on the number of students falling into the above categories.

**If you are an HE student, or will be applying for an HE (HNC or above) course:**

UHI operates on a partnership model and sometimes delivers its services through its [academic partner organisations](#) (academic partners or APs). You may be contacted by a member of the student support team at the college to which your application or enrolment is assigned or the University's own student support team. In most cases you will be assigned a college and will be contacted by college student support team staff.

**Your information will be used for the following purposes:**

**Purpose 1:**

The university, or the Local Student Services at an AP, will contact you and will advise you of the additional support you can receive during your studies.

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Contact you to provide you with support	
<b>Purpose 2:</b> Provide you with information or guidance	The university, or the relevant Local Student Services at an AP, will contact you and will advise you of the additional support you can receive during your studies.
<b>Purpose 3:</b> Statutory returns and statistics	Your data will be used to allow the institution to meet its reporting duties. UHI will not share your personal data for this purpose, but will report anonymised statistics (that will not allow any individuals to be identified)

### Our legal reason for using the data is/are:

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**Our legal reason to use the data is:** Use is necessary for a task carried out in the public interest (public task).

Use of your data allow us to support the Scottish Funding Council (SFC) who have a duty placed upon them through the Post-16 Education (Scotland) Act 2013 to review the progress being made in enabling, encouraging and improving participation of under-represented groups.

Use of your data will allow us to meet the duty set out within the Children and Young People (Scotland) Act 2014 which requires us to undertake Corporate Parenting duties for care experienced students.

Use of your data will allow us to meet the duty set out in the Carers (Scotland) Act 2016 which requires us to provide information and advice to student carers

UHI will create anonymised statistics to report on its work to support care experienced students in keeping with the Scottish Funding Council's (SFC) 'National Ambition for Care Experienced Students' and the outcome agreements between UHI and the SFC for UHI's delivery of education. These reporting functions are part of UHI's educational task in the public interest; that being proving quality education.

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

<b>Purpose 1:</b> Contact you to provide you with support	UHI and its Academic Partners all operate on a partnership model and sometimes delivers its services through each other.  For HE students, this means that the university's student support function may be delivered on UHI's behalf, by one of its academic partner colleges. For this reason, your data will, or may, be shared with one or more of the UHI academic partner college student support teams. A list of academic partner colleges and their support contacts can be found <a href="#">here</a> .
<b>Purpose 2:</b> Provide you with information or guidance	For FE students, this means that the student support function may be delivered on your AP's behalf by another academic partner. For this reason, your data will, or may, be shared with one or more of

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	the UHI academic partner student support teams. A list of academic partner colleges and their support contacts can be found <a href="#">here</a> .
<b>Purpose 3:</b> Statutory returns and statistics	UHI will not share your personal data for this purpose, but will report anonymised statistics (that will not allow any individuals to be identified)

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

<b>Purpose 1:</b> To identify students so support can be provided to them	Your data will be deleted 7 years after you have completed your studies (end of relationship + 7 years)
<b>Purpose 2:</b> To meet with the student and discuss their needs in keeping with Corporate Parenting Plan	
<b>Purpose 3:</b> Statutory returns and statistics	

### 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.**