

# ONLINE REPORTING TOOL

## Privacy and confidentiality statement

### **How We Use Your Information/Data**

Inverness College UHI is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the College's business. The College collects and uses information (data) about its students and stores it in accordance with the EU General Data Protection Regulation and the UK Data Protection Act 2018.

Only staff working within Access and Progression Department will have access to the information you provide via the online reporting form.

If you have disclosed your contact details a member of staff will be in touch with you shortly to offer support.

The Student Support / Wellbeing Team will not normally pass on your personal information to anyone outside the Service subject to the following exceptions:

- Where we hold your expressed permission to disclose the information
- Where we would be liable to civil or criminal court procedure if the information was not disclosed
- Where we believe you or a third party is in serious danger or involved in major criminal activity e.g. drug trafficking, money laundering or terrorist activity.

In any of these circumstances, the Student Support / Wellbeing Team will normally encourage you to pass on information to the relevant person/agency yourself. If there is no indication that this has happened, or is likely to happen, or if the crisis or danger is sufficiently acute, we may pass on the information directly.

Information gathered will be anonymised and used for statistical reporting, to better understand the scope of sexual assault on and off campus and to develop and implement preventative action. Such information is stored within a password protected spreadsheet (accessible by a limited number of staff) and is deleted after five years, in line with our records retention schedule.

The legal basis for us processing your personal data is that processing is necessary for the college to carry out its obligations and exercising specific rights of the controller or the data subject in the field of employment and social security and social protection law.

To withdraw your consent please contact:

Data Controller, Inverness College UHI, 1 Inverness Campus, Inverness IV2 5NA

Tel: 01463 273000

Email: [data.controller@inverness.uhi.ac.uk](mailto:data.controller@inverness.uhi.ac.uk)

If you are unhappy with the way your personal data is processed, you may complain to the local Data Controller. If you are not satisfied with our response, you may raise a complaint via the Information Commissioner's Office (ICO) <https://ico.org.uk/>

The ICO is the independent authority responsible for upholding the law in relation to the processing of personal data. You have the right to ask the college for a copy of the personal data we hold about you free of charge.

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