

Employer Mentoring Programme: Privacy Notice

The Data Controller of the information being collected is The University of the Highlands and Islands (UHI), UHI House, Old Perth Road, Inverness, IV2 3JH. Phone: 01463 279000

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

This privacy statement relates to the following process:

The UHI Mentoring Programme provides students with the opportunity to access insights, advice, and support from a professional working in a relevant field. The programme includes an application and matching process (putting students in touch with a relevant employer mentor); keeping in touch during the programme; and gathering feedback at the end of the programme.

All employer mentors sign up to the **mentoring terms and conditions** as part of their involvement in the programme. All students are required to sign up to the **terms and conditions** as a condition of involvement, and as part of the application process.

Your information will be used for the following purposes:

1	Process applications	• Process application forms • Summarise & categorise information (eg by geographical area, business area) • Given the limited number of places it is necessary to shortlist applicants and then undertake an interview process, for the shortlisted students only, to select students for the mentoring scheme. You will be invited to take part in an interview and your personal data will be used for the purposes of administering and delivering the selection process.
2	Identify the need for any reasonable adjustments	• Identify any needs for reasonable adjustments to be taken into account by UHI careers team as part of the matching process • Provide relevant information to mentor if required by the nature of the PLSP and with your knowledge (we will contact you to discuss this in advance of sharing any relevant information to your mentor)

3	Match students with a mentor	Undertake the matching process based on information provided by students, information provided by mentors, and the availability of mentors
4	Keep in touch with student mentees	We will keep in touch with students (by email) during the programme including the various stages including application, matching, mentoring and end of programme. Students are expected to stay in touch with the team as part of the mentoring contract. If you stop engaging with the programme we will make contact with your PAT and ask them to contact you.
5	Initiate mentor and mentee contact	Once the match has been made we will send an introductory email to both you (as student mentee) and your employer mentor, providing both sides with each other's contact details. This allows you to then make contact with your employer mentor and make arrangements for the first meeting or call.
6	Evaluate the mentoring programme	We may contact you at the end of the programme to request feedback.
7	Keep a record of your participation	A certificate of your participation in the programme will be held as part of your academic record.

Our legal reasons for using the data to achieve the following purposes are:

Purpose 1: process applications Purpose 3: Match students with a mentor Purpose 4: Keep in touch Purpose 6: Initiate contact Purpose 7: Evaluate the programme Purpose 8: Keep a record of participation
Contract: that being the mentoring contract you enter into, whereby UHI arranges to match you with an employer mentor for a defined period of time Public task: that being the university's public task as an educational establishment. Supporting the employability needs of students is a part of the university's public task and educational aims.
Purpose 2: reasonable adjustments

Legal obligation: Use is necessary for us to comply with a legal obligation, that being the Equality Act 2010.

Contract: that being the mentoring contract you enter into, whereby UHI arranges to match you with an employer mentor for a defined period of time

Public task: that being the university's public task as an educational establishment. Supporting the employability needs of students is a part of the university's public task and educational aims.

Special category (sensitive) data

The data being used may include special category (sensitive) data (health data) – in relation to purpose 2, to identify the need for any reasonable adjustments.

We use this sensitive data under the following legal condition(s):

Use is necessary for carrying out obligations under employment or social protection law, and undertaking a function, in the public interest, conferred on UHI by law, those being UHI's obligations under the Equality Act 2010

Sharing data with third parties outwith your organisation

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

Following the matching process, your name and UHI email address will be shared with your matched employer mentor. One email will be sent by the UHI Careers Team to you and your mentor at the same time.

We may, at your request, share some limited information with a mentor to allow them to make any reasonable adjustments that are required for your participation in the programme. This would be discussed with you in advance and would only be shared with your prior agreement. You are welcome to share this information yourself if you prefer. You are not obliged to share this information.

Employer mentors may be based outside of the UK /EEA (mentoring can take place online/ remotely). One of the following safeguards or exemption will be in place for the international transfer:

The transfer is covered by a safeguard (article 46) exemption (article 49) of the UK GDPR, those being:

- You have provided explicit consent for the international, or;

- The transfer is required for the core purpose a contract with you (for example, an appropriate mentor is based in another country) in a fashion in keeping with article 49(1)(b) of the UK GDPR.
- UHI has entered an appropriate safeguard with the recipient per article 49 of the UK GDPR.

Data retention

Your data will be retained for the following periods:

- Administration of mentoring programme – Purposes 1 to 6: Current Academic Year
- Record of Participation – Purpose 7: As part of your academic record – see: [Student data retention information - University of the Highlands and Islands \(uhi.ac.uk\)](https://uhi.ac.uk/student-data-retention-information)

Rights of data subjects

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.