

Privacy Notice: University of the Highlands and Islands

Placements: incorporating student work placement or internship, work experience, work shadowing, volunteering, employer project or work based learning activity.

The Data Controller of the information being collected is:

University of the Highlands and Islands (UHI)
Executive Office, 12B Ness Walk
Inverness, IV3 5SQ
Telephone: 01463 279000

For any queries or concerns about how your personal data is being processed you can contact:

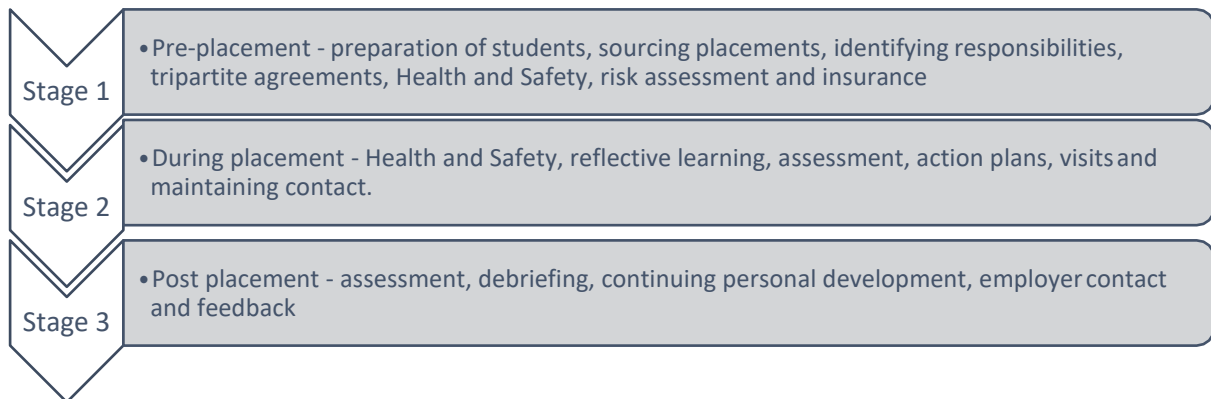
- Data Protection Officer at UHI: dataprotectionofficer@uhi.ac.uk
- Nicola Smith Head of Careers and Employability: nicola.smith@uhi.ac.uk

This privacy statement relates to the following process:

UHI Placements

Your information will be used for the following purposes:

All placement activity which, includes one or more of the following support elements: facilitation, organisation, coordination, monitoring or assessment of experiential learning by the university/academic partner (AP) or any member of staff is subject to management under the University Placement Policy. Data will be used as follows:



The policy does not apply to unsupported activity, which is defined as student-led (individual or group), which may provide direct or indirect learning opportunities, but is not part of a programme of study or extra-curricular award, and is therefore not the responsibility of the university.

The placement process includes supporting students, reporting, academic conduct and academic standards, equalities monitoring and enhancement, health and safety, protecting vulnerable groups and safeguarding.

Our legal reasons for using the data are:

Processing is necessary for the performance of a task carried out in the public interest i.e. the provision of employment skills development. Processing also falls under contract. Specifically (a) the student enrolment contract which stipulates that, for the monies paid in fees, students will be entitled to receive careers guidance, advice and information to QAA and AGCAS service levels and (b) the Tripartite Learning Agreement and Student Conditions of contract both of which are signed by the student prior to placement activity.

The data being used will, or may, include special category (sensitive) data. Our legal reasons for using this sensitive data, where provided, are:

Equalities Monitoring and Reporting:

Use is necessary for UHI to comply with a legal obligation and undertake processing required by law (Equality Act 2010) which is in the public interest. That processing may include using the data to offer and provide support and assistance as appropriate in line with the Equality Act.

Use of the data is also necessary for a matter of substantial public interest, that being; identifying and keeping under review the existence or absence of equality of opportunity or treatment.

Student support:

As part of your student support journey, you may disclose sensitive personal data. This data will be used for the purposes of supporting and protecting as necessary. Such actions being required under the Post-16 Education Act, Equality Act, Children and Young peoples' Act, General duty of care, Mental Health (Scotland) Act

Academic and conduct investigations & Academic standards:

To ensure investigations are fair, the university needs to consider all relevant evidence. Sometimes it may be the case that the evidence may include, or be indicative, special category data. In such cases, the university will consider the lawfulness of processing this information based on the specific circumstances of the case.

Health and Safety:

To ensure the health and safety of students on placement and others. Such protection being a matter of substantial public interest, as the processing is required by law (Health and Safety at Work Act 1974), RIDDOR regulations, and general duty of care.

Protecting vulnerable groups and others:

UHI is required to conduct PVG and other safeguarding checks for some of its courses and placements to protect the public. Processing of special category and/or criminal convictions and associated data is required by UHI as a matter of substantial public interest, that being statutory purposes as UHI is required, by law, to undertake such checks and protect the public.

UHI may be provided with, or discover, data that indicates a risk factor to others. Such data may include special category or and/or criminal convictions and associated data. UHI will use this data to protect vulnerable groups and all others. The exact legal condition will depend on the nature of the protective function but may include (not limited to): Protecting the Vital interests of individuals, statutory purposes: General Duty of Care, preventing or detecting unlawful acts, Regulatory requirements relating to unlawful acts and dishonesty etc, preventing fraud, safeguarding of children and of individuals at risk, or safeguarding economic well-being of certain individuals.

Your course or placement information will clearly state if you need to be a PVG member to study, if you are not sure or would like more information you contact your local Academic Partner, contact details can be found [here](#):

More information about the PVG can be found at <https://www.mygov.scot/pvg-scheme/>

Our lawful basis for processing any criminal convictions data disclosed by Disclosure Scotland as part of the PVG scheme is:

Processing is necessary for reasons of substantial public interest those being;

Meeting the university's statutory requirement to fulfil its duties under the Protection of Vulnerable Groups (Scotland) Act 2007.

Meeting the university's requirement to ensure that students meet the regulatory standards for professional study and practice, as set by the relevant professional body.

Returns and statistics

UHI processes special category data by providing it to the Scottish Funding Council as required. The sharing happens on the basis that it is necessary for reasons of substantial public interest, on the basis of law under: Further and Higher Education (Scotland) Act 2005.

Sharing of data:

For the purposes of managing the award your details may be shared with college/university staff and placement providers (including relevant persons associated with placement providers).

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

The data will be retained in line with the UHI Data Retention Policy.

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.

The Information Commissioner's Office is UK's independent authority set up to uphold information rights in the public interest. Their website is www.ico.org.uk