

Archaeology Field School: Privacy Notice

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

Students on UHI's Excavation Skills / Excavation modules are required to attend the Archaeological Field School. The organisers of the Field School gather information in advance from students to ensure the Field School is an accessible and inclusive learning experience; and to meet Health and Safety requirements.

Your information will be used for the following purposes:

1. **To assess and identify the need for any reasonable adjustments:** a survey will be issued asking students to complete a self-assessment form in relation to relevant skills and abilities, based on good practice guidelines.
2. **To make reasonable adjustments to the planning and delivery of the Field School:** module and course leaders will identify and put in place reasonable adjustments, in response to needs identified through the self-assessment form.
3. **To help students access additional learning support if required:** the self-assessment responses may highlight that you may be entitled to a Personal Learning Support Plan (PLSP); the process of arranging the next steps in this process will be arranged through your Academic Partner's Learning Support Department. Such information will only be passed on with your approval. We will discuss this with you prior to making a referral.
4. **To gather required health and safety information in advance of the Field School:** you are required to provide any relevant medical information that the site leader needs to be aware of; and details of emergency contacts.
5. **To communicate with students and administer places** as part of preparation for the Field School.

Our legal reason for using the data is/are:

- Use is necessary for us to comply with a legal obligation.
- Use is necessary for the performing a task in the public interest or under official authority vested in us.

Those legal obligations and public tasks arising from: The Health and Safety at Work Act 1974, The RIDDOR Regulations, general duty of care, all other relevant health and safety regulations, The Equality Act 2010, Further and Higher Education (Scotland) Act 2005.

Special category (sensitive) data

The data being used includes special category (sensitive) data. We use this sensitive data under the following legal condition(s):

- Use is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Use is necessary for the purposes of a substantial public interest, that being statutory and government purposes as the processing is in the public interest and required by law. Those laws including the Equality Act 2010, the Health and Safety at Work Act 1976, RIDDOR regulations and all other equalities and safeguarding duties.

If you were to withhold the personal information we require for this process, the consequences would be:

Purposes 1, 2 and 3: We would not be able to identify and make reasonable adjustments to support your participation in the Field School. This may impact on your ability to participate in the Field School, and as a consequence, your ability to fulfil the requirements of the module.

Purpose 4: You would not be able to take part in the Field School (providing this information is a condition of attendance) because we need to ensure the project is safe for all participants.

Data sharing

Some elements of the Field School, such as accommodation or activities, may be booked with external companies or delivered in partnership with other organisations. Your data may be shared with those companies or organisations only for the purposes administering safe delivery of the services / accommodation / teaching / activity.

If you are referred for a PLSP assessment then your data will be shared with your Academic Partner College's Learning Support Department (or another AP Learning Support Department who will handle the referral for your AP).

Data retention

Your data will be retained for the following length of time: Until the end of the module (in effect 1 year from collection of the data), in keeping with [UHI's Partnership Retention and Disposal Schedule](#)

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.