

Privacy Notice - Covid-19 research fund

The Data Controller of the information being collected is:

Executive Office, University of the Highlands and Islands

Where The University of the Highlands and Islands or 'UHI' is listed in this notice, it refers to (UHI), The University of the Highlands and Islands, 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:

Purpose 1: Administration of the discretionary fund, consideration of applications, consideration of appeals, and payments of fund awards.	<p>The University's PhD students have access to this hardship funding in order to assist them to continue their research in circumstances where finances may be a pressure on their continued studies as a result of the impact of COVID-19. The funding is provided by the Scottish Funding Council.</p> <p>Your application will be considered using the fund's criteria. In order to assess applications using these criteria, we must collect applications that include the personal data of applicants. Your application data will also be retained to allow for appeals and administration of fund rules.</p> <p>Any evidence you provide is used for the purpose of assessing your eligibility for this hardship funding and any amounts to be awarded.</p>
Purpose 2: Audit record-keeping for successful applications.	<p>We are required to keep details of payments to successful applicants, as well as copies of the successful applications, for seven years after payment is made. This is to prevent fraud and comply with legislation around financial prudence and associated audit requirements.</p>
Purpose 3: General reporting	<p>We are required to provide details to relevant funding organisations, or other organisations involved in the administration and disbursement of this funding. Your application data will, or may, be shared with these parties (see section 'Your data will, or may, be shared with the following recipients or categories of recipient' for more information'.)</p>
Purpose 4: Equality monitoring, enhancement, and reporting	<p>The data will be used to identify and keep under review the existence or absence of equality of opportunity or treatment, and reporting on those matters as appropriate, in keeping with its obligations under the Equality Act 2010.</p>

Our legal reasons for using the data are:

Purpose 1: Administration of the discretionary fund, consideration of applications, consideration of appeals, and payments of fund awards	<p>You have given consent for the processing of your application.</p> <p>Please note that you will not be able to withdraw consent for the processing once any award money has been paid, as payment engages purpose 2. Your ability to withdraw consent will be limited if your application is unsuccessful as the</p>
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	college must keep limited details about your application to administer the fund rules for the funding period (until 31 st of July 2021).
Purpose 2: Audit record-keeping for successful applications.	The processing is necessary to comply with legal obligations. This is to prevent fraud and comply with legislation around financial prudence and associated audit requirements.
Purpose 3: General reporting	We also have public task and legal obligations to share data, including applicant personal data, and details about the funding we pay out to students with the Scottish Funding Council and The University of the Highlands and Islands
Purpose 4: Equality monitoring, enhancement, and reporting	Use is necessary to comply with a legal obligation, that being the Equality Act 2010, to identify and keep under review the existence or absence of equality of opportunity or treatment and reporting on those matters as appropriate.

The data being used will, or may, include special category (sensitive) data. We use this sensitive data under the following legal condition(s):

You are not required to provide to provide any special category data for this processing, but you may choose to, if you consider it pertinent to your application. Where you do include special category data in your application our legal reasons for using this data is included below:	
Purpose 1: Administration of the discretionary fund, consideration of applications, consideration of appeals, and payments of fund awards	You have given explicit consent for the processing of your application. Please note that you will not be able to withdraw consent for the processing once any award money has been paid, as payment engages purpose 2.
Purpose 2: Audit record-keeping for successful applications.	Where sensitive is included in successful applications: keeping successful applications is necessary to protect the public, and public monies, from dishonesty (financial and fraud) by way of record keeping that allows for detailed audits of records kept to justify payments, where those audits and record-keeping functions are required by law or best regulatory practice to protect the public from dishonesty.
Purpose 3: General reporting	No sensitive data is processed for the general reporting purpose.
Purpose 4: Equality monitoring, enhancement, and reporting	Use is necessary 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.

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

Purpose 1: Administration of the discretionary fund, consideration of applications, consideration of appeals, and payments of fund awards	<ul style="list-style-type: none"> Your data will not be shared for this purpose.
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<p>Purpose 2: Audit record-keeping for successful applications.</p>	<ul style="list-style-type: none"> • The University of the Highlands and Islands • https://www.uhi.ac.uk/en/t4-media/one-web/university/privacy-notices/privacy-notice-pgr-covid-19-hardship.pdf • Scottish Funding Council www.sfc.ac.uk/home/privacy.aspx <p>The data shared will, or may, include:</p> <ol style="list-style-type: none"> 1. Anonymised statistics relating to how the funds have been disbursed. 2. Your application form, or any details in that form (only where this data is required for this ‘purpose 2’ – to ensure the financial integrity of the funding process and record keeping)
<p>Purpose 3: Reporting</p>	<ul style="list-style-type: none"> • The University of the Highlands and Islands • https://www.uhi.ac.uk/en/t4-media/one-web/university/privacy-notices/privacy-notice-pgr-covid-19-hardship.pdf • Scottish Funding Council www.sfc.ac.uk/home/privacy.aspx <p>The data shared will, or may, include:</p> <ol style="list-style-type: none"> 1. Anonymised statistics relating to how the funds have been disbursed.
<p>Purpose 4: Equality monitoring, enhancement, and reporting</p>	<p>Data collected for the equality monitoring purpose is not shared in identifiable form with any other organisation. Anonymised data may be shared for reporting purposes.</p>

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

<p>All applications:</p>	<p>For the funding period: The funding period lasts until 31st of July 2021.</p>
<p>Successful applications:</p>	<p>Your data will be kept until: Six years from the end of the financial year in which the funding period ends.</p>

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.