

## Careers and Employability – UHI Inclusion Survey

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 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](mailto:dataprotectionofficer@uhi.ac.uk)

This privacy statement relates to the following process:

### Careers and Employability Inclusion Survey – inviting students to take part

The Careers and Employability service is undertaking a survey to understand how neurodiverse students and those with mental health conditions would like to navigate Careers and Employability services at UHI.

We are sending the survey to students who have previously disclosed a condition that is relevant to this study.

Your information will be used for the following purposes:

- To send an email to your student email address, inviting you to take part in the study
- To send a reminder to your student email address shortly before the survey closes

#### About the Survey

There is no requirement for you to take part in the survey - it is entirely voluntary.

The survey will be run online, using a secure survey tool (JISC online).

The information is being gathered on an anonymous basis; the organisers will not know who the responses are from, or if you have taken part.

The survey includes reminders not to disclose personal information when you are answering the questions.

The University reserves the right to remove or redact any personal information that might be disclosed by participants.

#### Our legal reason for using the data is/are:

Use is necessary for us to comply with a **legal obligation**. Data will be processed for the purposes of enhancing and monitoring equality of access and opportunity, including reporting for that function, as required by the Equality Act 2010.

Use is necessary for the performing a **task in the public interest** or under official authority vested in us. 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 includes special category (sensitive) data – on the basis that we are sending the survey to students who have previously disclosed a condition that is relevant to this study.

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

Use is necessary a matter of substantial public interest 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 is also necessary for the purposes of complying with Social Protection Law; the Equality Act 2010.

### Data retention

Your data will be retained in the university student records system in accordance with the student records system retention schedule; a summary of which can be accessed at <https://www.uhi.ac.uk/en/students/support/student-records/why-we-collect-data-about-you/>

### 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.