

**Privacy Notice – Enrolment - Additional processing for Nursing and Midwifery students**

The Data Controller of the information being collected is: This will be your institution, enter the relevant name and contact details, for example: 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](mailto:dataprotectionofficer@uhi.ac.uk)

**This privacy statement relates to the following purposes:**

<b>Purpose 1: Occupational Health Service for Nursing and Midwifery Students</b>	Nursing and Midwifery students are required to undertake occupational health assessments to make sure they can safely undertake the course and interact with patients. This is a requirement of the Nursing and Midwifery Council designed to keep you and patients safe and well.
<b>Purpose 2: Clinical Learning Experience (placements) administration</b>	The Nursing and Midwifery courses include compulsory work placements. Your data will be used to administer your placements with your placement organisations; such as local authorities, NHS boards, private sector organisations. International placements may also be available on your course.
<b>Purpose 3: NHS Education for Scotland student Indexing</b>	It is a condition of the Nursing and Midwifery Council (NMC) that students studying Nursing, Midwifery, or Non-Medical Prescribing at Scottish HEIs be included in the NMC index. Your data will be shared with the NMC for this purpose.
<b>Purpose 4: SAAS funding administration</b>	Nursing and Midwifery students often receive funding from SAAS for their course. If you receive funding from SAAS, your data will be shared with SAAS in keeping with your funding agreement.
<b>Purpose 5: Progress reports to funding bodies</b>	Students supported and funded by private or NHS organisations or funding bodies will normally have some, or all, of their course fees paid by their funders. If your fees are paid by a funder, your data, including course progress, will be shared with the funder in keeping with your funding agreement.
<b>Purpose 6: Provision of uniform</b>	Nursing and Midwifery students are required to wear appropriate uniforms during their placements. UHI will process your data to arrange uniforms for you on placements, the data will include your name and uniform size.
<b>Purpose 7: Good Health, Good character etc</b>	The Nursing and Midwifery Council requires that students maintain good health and good character during their studies. Your data may be shared or processed as required to comply with the NMC Good Health and Good Character requirements.
<b>Purpose 8: Reporting of completion to relevant regulatory bodies</b>	Upon completion of your course, UHI will inform your relevant professional body so that they may update their records and registers in keeping with their regulations and obligations. The appropriate professional bodies are:

	<ul style="list-style-type: none"> <li>• Nursing and Midwifery – Nursing and Midwifery Council (NMC)</li> <li>• Allied Health Professionals – Health and Care Professions Council (HCPC)</li> </ul>
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**Our legal reasons for using the data are:**

<b>Purpose:</b>	<b>Lawful basis for processing:</b>
<b>Purpose 1: Occupational Health Service for Nursing Students</b>	<p><b>Legal obligation</b> – The processing necessary for UHI and any placement providers to meet their legal obligations to keep students/staff/patients safe under their duties of care and the Health and Safety at Work Act 1974.</p> <p><b>Contract</b> – The processing is required for UHI to provide you with the relevant learning experience pursuant to your student contract.</p>
<b>Purpose 2: Clinical Learning Experience (placements) administration</b>	<p><b>Public Task:</b> Placements are an essential part of the course and form a part of the provision of education that is UHI’s Public Task.</p> <p><b>Contract:</b> The processing is required for UHI to provide you with the relevant learning experience pursuant to your student contract.</p>
<b>Purpose 3: NHS Education for Scotland student Indexing</b>	<p><b>Public Task:</b> UHI submit student data to NES at certain points throughout the student’s education under its public task as a university delivering the course leading to registration. NES supports the student’s eventual registration or recording of their qualification by processing the information and transferring it to the Nursing and Midwifery Council.</p>
<b>Purpose 4: SAAS funding administration</b>	<p><b>Contract:</b> The processing is necessary for performance of a contract, that contract being your funding contract with SAAS.</p>
<b>Purpose 5: Progress reports to funding bodies</b>	<p><b>Contract:</b> The processing is necessary for performance of a contract, that contract being your funding contract with your funding organisations.</p>
<b>Purpose 6: Provision of uniform</b>	<p><b>Public Task:</b> Placements are an essential part of the course and form a part of the provision of education that is UHI’s Public Task. Appropriate uniforms are required for placements.</p> <p><b>Contract:</b> The processing is required for UHI to provide you with the relevant learning experience pursuant to your student contract.</p>
<b>Purpose 7: Good Health, Good character etc</b>	<p><b>Public Task and Legal obligation:</b> The Nursing and Midwifery Council is required by law to assess the good health and character of registered members and students on course leading to registration. This obligation is in place to protect staff, students, and the public. Some of the activity is undertaken by UHI under this obligation or under its public task as a university delivering the course leading to registration.</p>

<b>Purpose 8: Reporting of completion to relevant regulatory bodies</b>	<b>Public Task and Legal obligation:</b> The Nursing and Midwifery Council and Health and Care Professions Council HCPC are required by law to maintain registers of professionals and members. This obligation is in place to protect staff, students, and the public. Some of the activity is undertaken by UHI under these obligations or under its public task as a university delivering the course leading to registration.
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**The data being used includes special category (sensitive) data. We use this sensitive data under the following legal condition(s):**

<b>Purpose 1: Occupational Health Service for Nursing and Midwifery Students</b>	<b>Sensitive data: Health data</b>  <b>Lawful reason for processing: ‘9(2)(b) Social protection or employment law’ and ‘9(2)(h) Occupational medicine, for the assessment of the working capacity of the employee’</b>  Nursing and Midwifery students are required to undertake occupational health assessments to make sure they can safely undertake the course and interact with patients. This is a requirement of the Nursing and Midwifery Council designed to keep you and patients safe and well as required by the duty of care of the organisations as well as the Health and Safety at Work Act 1974.
<b>Purpose 2: Clinical Learning Experience (placements) administration</b>	<b>Sensitive data: Health data</b>  <b>Lawful reason for processing: ‘9(2)(b) Social protection or employment law’ and ‘9(2)(h) Occupational medicine, for the assessment of the working capacity of the employee’</b>  UHI and your placement provider(s) are required to keep you and patients safe and well during your placement. This is an obligations under the duty of care of the organisations as well as the Health and Safety at Work Act 1974.
<b>Purpose 3: NHS Education for Scotland student Indexing</b>	<b>Sensitive data: personal data revealing racial or ethnic origin</b>  Your data is submitted to NHS Education for Scotland. They use this data to undertake processing required by law (Equality Act 2010) which is in the public interest. That processing may include using the data to identify and keep under review the existence or absence of equality of opportunity or treatment in the course of the NES exercising its functions.  NHS Education for Scotland sometimes uses your data for more purposes depending on how you interact with them. More information about the use of data by NHS Education for Scotland is available from: <a href="https://www.nes.scot.nhs.uk/privacy-and-data-protection.aspx">https://www.nes.scot.nhs.uk/privacy-and-data-protection.aspx</a>

<p><b>Purpose 7: Good Health, Good character etc</b></p>	<p>Sensitive data: Sometimes, you may have to disclose sensitive personal data in order to comply with the Good Health, Good Character process (including the Fitness to Practise process). It is not possible to foresee the exact sensitive data that will be required. The nature of the process - Good Health, Good character – means that health data or personal data relating to criminal convictions and offences or related security measures may be pertinent.</p> <p>The Nursing and Midwifery Council is required by law to assess the good health and character of registered members and students on courses leading to NMC registration. Processing your data for the purposes of the ‘Good Health, Good Character’ process, or equivalent assessments, is a function conferred on the NMC and UHI by law, in the public interest.</p> <p>The Good Health, Good Character process is also necessary, in the public interest, for the purposes of protecting the public against dishonesty, unfitness or incompetence and regulatory requirements relating to malpractice etc.</p> <p>More information is available on the Nursing and Midwifery website at: <a href="https://www.nmc.org.uk/about-us/governance/our-legal-framework/our-order-and-rules/">https://www.nmc.org.uk/about-us/governance/our-legal-framework/our-order-and-rules/</a></p>
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**If you were to withhold the personal information we require for these purposes, the consequences would be:**

If you do not provide the personal data that is necessary for the purposes then UHI and/or other relevant parties would not be able to meet its legal or contractual obligations to you or others and the relevant purposes will not be completed by the relevant party(ies).

The inability of parties to undertake the purposes will have a negative impact on your studies and may impede your ability to complete your course of study given the importance of the purposes for your education, your safety and the safety of others.

In some cases, this may affect your ability to practise now or in the future, and may to financial disadvantage or you failing to meet obligations of any relevant funding.

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

Purpose:	Data will, or may, be shared with.
<p><b>Purpose 1: Occupational Health Service for Nursing Students</b></p>	<p>NHS Highland Occupational Health Service NHS Western Isles Occupational Health Service</p>
<p><b>Purpose 2:</b></p>	<p>InPlace system administrators/placement providers in associated NHS Boards /Highland Council/Private Sector/ relevant HEI's</p>

<b>Clinical Learning Experience (placements) administration</b>	
<b>Purpose 3: NHS Education for Scotland student Indexing</b>	<b>NHS Education for Scotland</b> More information about their use of personal data is available here: <a href="https://www.nes.scot.nhs.uk/privacy-and-data-protection.aspx">https://www.nes.scot.nhs.uk/privacy-and-data-protection.aspx</a>
<b>Purpose 4: SAAS funding administration</b>	<b>SAAS</b> – More information about their use of personal data is available here: <a href="https://www.saas.gov.uk/privacy/privacy-statement">https://www.saas.gov.uk/privacy/privacy-statement</a>
<b>Purpose 6: Progress reports to funding bodies</b>	<b>SASS funded students:</b> <a href="https://www.saas.gov.uk/privacy/privacy-statement">https://www.saas.gov.uk/privacy/privacy-statement</a> <b>NHS funded students:</b> Associated NHS Scotland Boards
<b>Purpose 7: Provision of uniform</b>	<b>Dimensions – Uniform provider:</b> <a href="#">Privacy notice</a>
<b>Purpose 8: Good Health, Good character etc</b>	<b>Nursing and Midwifery Council</b> More information about their use of personal data is available here: <a href="https://www.nmc.org.uk/contact-us/data-protection/privacy-notice/#registration-data">https://www.nmc.org.uk/contact-us/data-protection/privacy-notice/#registration-data</a>
<b>Purpose 9: Reporting of completion to relevant regulatory bodies</b>	<b>NHS Education for Scotland (NES)</b> More information about their use of personal data is available here: <a href="https://www.nes.scot.nhs.uk/privacy-and-data-protection.aspx">https://www.nes.scot.nhs.uk/privacy-and-data-protection.aspx</a>  <b>Health and Care Professions Council (HCPC)</b> More information about their use of personal data is available here: <a href="https://www.hcpc-uk.org/about-us/corporate-governance/policies/data-policy-and-terms/">https://www.hcpc-uk.org/about-us/corporate-governance/policies/data-policy-and-terms/</a>

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

<b>Purpose 1: Occupational Health Service for Nursing Students</b>	Any data received by UHI from your occupational health service will be kept for; end of academic year in which the student relationship ends, plus six months
<b>Purpose 2: Clinical Learning Experience (placements) administration</b>	This information will form part of your student record – it will be part of your academic transcript and be kept in line with the ‘academic transcript’ period of the UHI Records Retention and Disposal Schedule – eighty years from completion of study, and may be archived in the public interest thereafter.
<b>Purpose 3: NHS Education for Scotland student Indexing</b>	End of academic year in which the student relationship ends, plus six months.
<b>Purpose 4: SAAS funding administration</b>	No longer than six months after submission to SAAS.

<b>Purpose 6: Progress reports to funding bodies</b>	No longer than six months after submission to relevant funding body.
<b>Purpose 7: Provision of uniform</b>	Department of Nursing and Midwifery: within six months of the end of the financial year in which the uniform is received.  Finance department: End of financial year in which the uniform is purchased, plus six years (for financial auditing purposes).
<b>Purpose 8: Good Health, Good character etc</b>	End of academic year in which the student relationship ends, plus six months.
<b>Purpose 9: Reporting of completion to relevant regulatory bodies</b>	End of academic year in which the student relationship ends, plus six months.

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.