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| **Department of Nursing & Midwifery****Hand Skin Assessment and Ongoing Monitoring of Hand Skin Health** |

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:**

Hand Skin Assessment and Ongoing Monitoring of Hand Skin Condition

**Your information will be used for the following purposes:**

To assess the condition of the skin on your hands and ensure that you are referred to occupational Health if required and provided with the right products to support hand skin health.

If an issue is detected the information will be used to carry out 3-monthly checks of your hand skin health.

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

* Legal obligation – UHI is required by law to undertake these assessments by Health and Safety at Work Act 1974, RIDDOR regulations, UHI’s general duty of care, and associated guidance. UHI is also required to refer you to the relevant occupational health provider for assessment in certain circumstances and to take steps to protect your health (and the health of others) based on the outcome of initial checks and occupational health advice. The relevant services will either be NHS Highland or NHS Western Isles Occupational health services.

**The information we require is (as required by your student contract):**

The information requested in the “Health record/baseline skin assessment and annual skin assessment” form.

**If you do not provide the requested information the consequences will be:**

UHI will not be able to safely fulfil the contract provide you with clinical placement(s) as part of your student experience. This is because UHI is required to take these precautionary steps by law to protect your health and the health of others.

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

* Your relevant occupational health provider (the OH provider for the NHS Board in which you are working). You will be informed if UHI needs to make a referral and UHI will make it clear which service will be handling the referral. The Occupational Health service will only return information to UHI, and not to the Health Board in which you are working.
* Your data will be processed by UHI members of staff (primarily qualified members of staff of the Department of Nursing and Midwifery or other qualified health and safety practitioners).
* UHI use the InPlace placement management system to manage your placements. Your data will be held in the InPlace system which is maintained and managed by InPlace under contract with UHI. InPlace will not be processing your data for any other purpose.

**Your information will be retained in line with UHI policy on InPlace content:**

* All forms will be kept for forty years in keeping with UHI’s legal obligations.
* Pictures will be deleted:
	+ Once no issues are identified, or;
	+ If there is identification of an ongoing issue, once those issues have been dealt with. Photos will be retained within InPlace to ensure the assessor can refer to the photo at the next stage of assessment to ensure that the intervention (creams, gloves) is appropriate for hand health.

**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:

*•* Theright 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.