

Privacy Notice - Covid-19 research fund

The Data Controller of the information being collected is:

University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000. The University of the Highlands and Islands is a partnership comprising those institutions at the end of this Privacy Notice.
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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
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This privacy statement relates to the following process:

Purpose 1: Audit record-keeping for successful applications.	UHI disseminates funding from the Scottish Funding Council to UHI Academic Partner colleges to support this research fund. UHI is required to have access to details of payments to successful applicants, as well as access to 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.
Purpose 2: General reporting	UHI is 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 UHI by the college/academic partner at which you made your application to this fund. Additionally, UHI may pass this data to the Scottish Funding Council to meet its (UHI's) reporting requirements.

Your personal data has been provided to UHI by a third party, that party source of data being:

The Academic Partner College or Institution to whom you made your funding application under the Covid-19 Research Fund.

Our legal reasons for using the data are:

Purpose 2: Audit record-keeping for successful applications.	The processing is necessary for UHI 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.

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

The Academic Partner College or Institution to which you make your application for funding may share, or make available, sensitive data in your application only for the following purposes, and for the following reasons:

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
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	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. UHI, as a party involved in the disbursement of the Scottish Funding Council monies, may require access to the information in applications for this purpose.
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Your data will, or may, be shared with the following recipients or categories of recipient:

Purpose 1: Audit record-keeping for successful applications.	<p>Scottish Funding Council www.sfc.ac.uk/home/privacy.aspx</p> <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 1' – to ensure the financial integrity of the funding process and record keeping)
Purpose 3: Reporting	<p>Scottish Funding Council www.sfc.ac.uk/home/privacy.aspx</p> <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.

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

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

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.