

Privacy Notice: University of the Highlands and Islands

Placements: incorporating student work placement or internship, work experience, work shadowing, volunteering, employer project or work based learning activity.

The Data Controller of the information being collected is:

University of the Highlands and Islands (UHI)
Executive Office, 12B Ness Walk
Inverness, IV3 5SQ
Telephone: 01463 279000

For any queries or concerns about how your personal data is being processed you can contact:

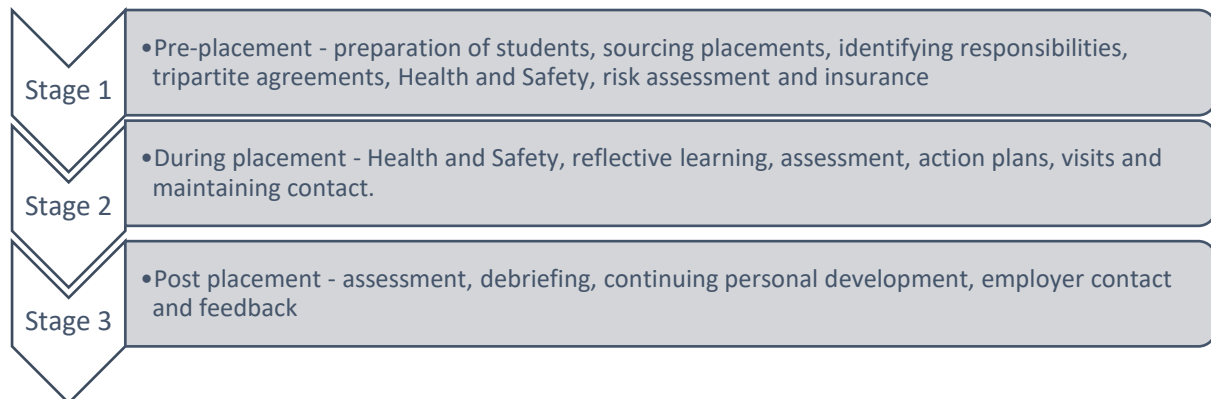
- Data Protection Officer at UHI: dataprotectionofficer@uhi.ac.uk
- Nicola Smith Head of Careers and Employability: nicola.smith@uhi.ac.uk

This privacy statement relates to the following process:

UHI Placements

Your information will be used for the following purposes:

All placement activity which, includes one or more of the following support elements: facilitation, organisation, coordination, monitoring or assessment of experiential learning by the university/academic partner (AP) or any member of staff is subject to management under the University Placement Policy. Data will be used as follows:



The policy does not apply to unsupported activity, which is defined as student-led (individual or group), which may provide direct or indirect learning opportunities, but is not part of a programme of study or extra-curricular award, and is therefore not the responsibility of the university.

Our legal reasons for using the data are:

Processing is necessary for the performance of a task carried out in the public interest i.e. the provision of employment skills development. Processing also falls under contract. Specifically (a) the student enrolment contract which stipulates that, for the monies paid in fees, students will be entitled to receive careers guidance, advice and information to QAA and AGCAS service levels and (b) the Tripartite Learning Agreement and Student Conditions of contract both of which are signed by the student prior to placement activity.

Sharing of data:

For the purposes of managing, the award your details may be shared with college staff and placement providers.

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

The data will be retained for the duration of your current academic year.

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.

The Information Commissioner's Office is UK's independent authority set up to uphold information rights in the public interest. Their website is www.ico.org.uk