



Graduate  
School

Sgoil  
Ceumnachaidh

## Privacy Notice – PGR Student Training 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. 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 process:

### Postgraduate Research Student Training Survey

The Graduate School routinely collects feedback on student training to ensure that the training is satisfactory and relevant, as well as, to allow students the opportunity to make any suggestions to improve our delivery and offering.

Your information will be used for the following purposes:

**Purpose 1: General reporting** – we are required to report the analysis of student training in the Graduate School's annual report each academic year.

**Purpose 2: Student feedback opportunity** - to provide postgraduate research students the opportunity to make suggestions and feedback to the Graduate School about both internal and external training held throughout the academic year.

**Purpose 3: Analysis of data by staff** - data will be considered by staff of the university and external third-party data analysts to inform improvements of the Graduate School's postgraduate research student training offering.

Our legal reasons for using the data are:

- 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 to deliver quality education and research.

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

The University uses the JISC Online Survey tool to collect and analyse survey data. JISC only processes personal data at UHI's instruction and will not use your personal data for other purposes.

### **Data Retention**

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

Three years from the end of the academic year in which the data is collected.

The survey data may be anonymised during this period and anonymised data will be kept indefinitely.

## **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.