

Privacy notice – contacting at enrolment

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 about the student support process please contact: support@uhi.ac.uk

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 processing:

When you disclose at application or enrolment and identify as a veteran, we will contact you and let you know about the available support on offer to you:

We understand you may experience additional challenges than other students, however, support is available to you throughout your student journey and beyond through the University Graduate for Life Offer.

UHI operates on a partnership model and sometimes delivers its services through its academic partner colleges (academic partners or APs). You may be contacted by a member of the student support team at the college to which your application or enrolment is assigned or the University's own student support team. In most cases you will be assigned a college and will be contacted by college student support team staff.

Your information will be used for the following purposes:

Purpose 1: Contact you to provide you with support	The university, or its relevant Local Student Services at an AP, will contact you and will advise you of the additional support you can receive during your studies.
Purpose 2: Provide you with information or guidance	The university, or its relevant Local Student Services at an AP, will contact you and will advise you of the additional support you can receive during your studies.
Purpose 3: Statutory returns and statistics	Your data will be used to allow the institution to meet its reporting duties. UHI will not share your personal data for this purpose, but will report anonymised statistics (that will not allow any individuals to be identified)

Our legal reason for using the data is/are:

Our legal reason to use the data is: Use is necessary for a task carried out in the public interest (public task).

Use of your data allows us to support the Scottish Funding Council (SFC) who have a duty placed upon them through the Post-16 Education (Scotland) Act 2013 to review the progress being made in enabling, encouraging and improving participation in fundable further education and fundable

Privacy notice – contacting at enrolment

higher education by persons belonging to any socio-economic group which the regional college reasonably considers to be under-represented in such education.

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

Purpose 1: Contact you to provide you with support	UHI operates on a partnership model and sometimes delivers its services through its academic partner colleges (academic partners or APs). This means that the university's student support function may be delivered on UHI's behalf, by one of its academic partner colleges. For this reason, your data will, or may, be shared with one or more of the UHI academic partner college student support teams. A list of academic partner colleges and their support contacts can be found here .
Purpose 2: Provide you with information or guidance	
Purpose 3: Statutory returns and statistics	UHI will not share your personal data for this purpose, but will report anonymised statistics (that will not allow any individuals to be identified)

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

Purpose 1: To identify students so support can be provided to them	Your data will be deleted 1 after you have completed your studies (end of relationship + 1 year)
Purpose 2: To meet with the student and discuss their needs in keeping with Corporate Parenting Plan	
Purpose 3: Statutory returns and statistics	

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

Privacy notice – contacting at enrolment

- 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.