

Privacy Notice - Covid-19 impact PGR personal log

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:

Covid-19 impact PGR personal log

Your information will be used for the following purposes:

Provide a secure storage environment for you to record delays to your research project, incurred as a direct result of the impact of COVID-19.

It is foreseeable that the impacts of COVID-19 may cause problems for PGR timescales and that PGR students may require extensions or other provisions due to these delays.

In light of the above, and after consultation with PGR students, UHI is providing a reliable space for UHI PGR students to record the impacts of COVID-19 on their studies. Students are not required to use this log, and may elect not to, or to use their own record-keeping system.

The information that PGR students record in the log may prove helpful to students who, in the future, may make applications or request for extensions or other assistance or provisions in respect of their studies based on the impact of COVID-19 on their studies.

Our legal reason for using the data is/are:

UHI's legal reason for providing a system in which you can store your personal data is:

Contract – the processing is necessary for the purposes of a contract with you, that being your student contract as UHI undertakes to provide appropriate support to support students during their studies.

Public task – the processing is necessary for a task carried out in the public interest, that being UHI public task to provide education and support research.

UHI's lawful basis for processing any personal data you enter into your log:

Consent - You have given consent for the processing by recording it in the PGR log system.

Your data will not be shared outwith UHI.

Your data will only be accessed by those responsible for maintaining the system and as a result of a support (Servicedesk) request made by you.

It will only be accessed by these parties where necessary for the maintenance of the system/records or in response to a request for assistance you have made.

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

Until the End of the academic year in which your student registration ends (having completed or withdrawn from your course).

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.