## Privacy Notice –**UHI STEM-Femmes/ Minority Men**Student Champions:

## Application and selection process

**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:**

**Application and selection process for UHI STEM Femmes and UHI Minority Men student champions, via Jisc surveys.**

The form contains questions on name, course, Academic Partner College, areas of interest/experience and motivations for helping support minority groups, to inform selection.

Once the application is completed, applicants will have the opportunity to follow a link to an equal-opportunities form to ensure no implicit disadvantages to protected groups under the Equality Act (2010). The link is external to decouple equalities information from individual applicants, to ensure anonymity.

**Your information will be used for the following purposes:**

|  |  |
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| **Purpose 1:** **Application and selection process for UHI STEM and UHI Minority Men student champions**  | UHI is setting out to select student champions for subjects with severe gender-under-representation (UHI STEM Femmes; UHI Minority Men). To ensure the broadest range of representation for Academic Partner Colleges, subjects, levels of studies, skills & aspirations, UHI are required to assess against particular criteria to select the most suitable candidates to these ends.Selection of champions involves collection of data on Academic Partner, subject area, level of study, motivations, and skills (multiple choice and free text). All questions contain an ‘other’ and ‘prefer not to say option’ |
| **Purpose 2: Selection and notification process** | By undertaking the survey, the applicant gives consent for UHI to store data, and use it to make contact with them throughout the selection process. If an applicant decides they no longer wish to be involved, they can contact stuart.hall@uhi.ac.uk, and data will be deleted upon request |
| **Purpose 3:** **Contact you to inform you about equalities training or opportunities** | There is a consent page for applicants to give/ deny consent for UHI to contact them with training and development opportunities, competitions or events should they be unsuccessful in their application |

**You may also provide anonymised data for the following purpose:**

|  |  |
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| **Purpose 4:** **Equal opportunities monitoring** | This data is anonymised (and cannot identify you). You may choose to provide anonymised data in the separate equal opportunities monitoring form (link provided once you have completed the application).This data is used to ascertain if opportunities are effectively reaching all groups, to ensure no implicit barriers to participation and provide the opportunity to anonymously disclose potential accessibility requirements  |

**Our legal reasons for using the data are:**

|  |  |
| --- | --- |
| **Purpose 1:** **Application and selection process for UHI STEM and UHI Minority Men student champions**  | You have given your consent for the processing – by completing and submitting the application form for this purpose |
| **Purpose 2: Selection and notification process** | You have given your consent for the processing – by completing and submitting the application form for this purpose |
| **Purpose 3:** **Contact you to inform you about equalities training or opportunities** | UHI wishes to ensure that the maximum number of students have the opportunity to benefit from activities related with champions programmes. |
| **Purpose 4:** **Equal opportunities monitoring** | This data is anonymised (and cannot identify you). UHI uses this data for the purposes of complying with its legal obligations under the Equality Act 2010 to keep under review and encourage equality and opportunity of treatment and for UHI to:carry out obligations under social security or social protection law – That being the University’s obligations under the Equality Act to promote and monitor access equality of access and opportunity, in this case by giving students the opportunity to declare protected characteristics and any necessary adjustments/ challenges thereof. Process as necessary for reasons of substantial public interest- That being a function (promotion and monitoring of equality of access and opportunity) conferred on the university by the Equality Act, with such processing being in the public interest. |

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

**Application process: JISC Online survey**

UHI uses JISC’s Online Survey system to collect applicant information. The survey system is used under contract with JISC that they will not use any data entered into the system and they simply provide the survey platform to UHI for its own purposes.

**Selection Process: Selection Board**

The personal data in your application (not your equalities monitoring form – this is separate and anonymous) will be reviewed by the STEM Femmes and Minority Men Selection boards. The selection board will comprise members from the following:

* For STEM Femmes: a member of STEM academic staff
* For Minority Men: a member of academic staff from a relevant academic department(s)
* UHI’s Careers and Employability Team
* UHI’s STEM Hub Team
* UHI’s Equality and Diversity Advisor

**Equalities monitoring: Equalities data**

Any information you may choose to provide in the equality monitoring form (after the application process) will be anonymised. Anonymous data (data from which you cannot be identified) may be shared by UHI’s Equality and Diversity Advisor for the purposes of promoting and keeping under review the equality of treatment and opportunity.

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

|  |  |
| --- | --- |
| If your application is successful, but you elect not to take up the offered remit (or the offer lapses), your application data will be held for the following length of time:(your name and email address may be kept for longer if you have consented to this see row 5) | No longer than one month after the application and selection process ends (this is when all of the positions have been filled). It is anticipated that this will be within two months of the applications closing. |
| If your application is unsuccessful your application data will be held for the following length of time:(your name and email address may be kept for longer if you have consented to this see row 5) | No longer than one month after the application and selection process ends (this is when all of the positions have been filled). It is anticipated that this will be within two months of the applications closing. |
| If your application is successful and you take up the offered remit, your application data will be held for the following length of time: | Your data will be held for the time you are in position as a STEM Femme / Minority Men champion |
| The anonymised data you enter in the equalities monitoring form will be held for: | This data is anonymised (It is data from which you cannot be identified) and, so, has no set deletion date and may be kept as statistical data indefinitely.  |
| If you consent to being contacted about future equalities training or opportunities, your name and email address will be kept for the following length of time: | One year from the application and selection process ending. |

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:

*•* Theright 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.