

University of the Highlands and Islands Mentoring Scheme

**Privacy notice**

This privacy notice applies to data collected concerning the University Mentoring Scheme of the University of the Highlands and Islands.  Please read the following statement carefully before joining the scheme.

**Data controller**

The data controller for the scheme is Alex Walker, University Mentoring Scheme Co-ordinator ([alex.walker@uhi.ac.uk](mailto:alex.walker@uhi.ac.uk)) - University of the Highlands and Islands An Lòchran, Inverness Campus, Inverness IV2 5NA.

**Contact for queries or concerns**

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 processes**

This privacy notice applies to the University Mentoring Scheme data collected using [Jisc Online surveys](https://www.jisc.ac.uk/online-surveys) and data stored in the Mentoring Library held within the LTA’s SharePoint site.  Membership data is gather using [SUMAC Mentoring](https://sumac.ac.uk/) and data is held in accordance with their [GDPR Compliance and privacy policy.](https://sumacmentoring.co.uk/resources/documents)

**The legal reason for using the data**

The justification for using the data is that it is necessary for the management, evaluation and enhancement of the University Mentoring Scheme.  The legal reason for using your data is that you have given consent for the use as you have a genuine choice to participate in the University Mentoring Scheme.

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

The information you provide will be used in the management of the University Mentoring Scheme.    The data gathered may be included in internal reports and peer-review journal publications.  Comments provided through surveys may be used to illustrate findings within reports and peer-review journal publications.  Where the content of these quotes makes it possible to identify you, these quotes will be redacted appropriately to ensure that no such identification can occur.  No sensitive personal data is collected, and the research outputs will not contain any personal data.

**How this data is stored**

All survey results will be collected and stored securely within [Jisc Online surveys](https://www.jisc.ac.uk/online-surveys).   Exported data from the survey and data gathered from SUMAC Mentoring and University Mentoring Scheme activities will be stored securely in the LTA’s SharePoint site.

**Who can access this data**

Data can **only** be accessed by the University’s Learning and Teaching Academy team and the Director of Research and Innovation, Inverness College.

**How your data may be shared**

Data will only be shared with the University’s Learning and Teaching Academy team.

**Opportunity to withdraw your data**

You can withdraw your personal data from the University Mentoring Scheme at any time.  Members of the scheme have access to their individual record in SUMAC Mentoring and can remove themselves from SUMAC Mentoring.

**Further / future use of your data**

Anonymised datasets produced in relation to the University Mentoring Scheme will be used to ensure the effective management of the scheme. The dataset does not contain your name nor attributes responses to individuals.  Subsets and selected findings from the dataset (including anonymised quotes) may be used in internal reports for circulation within the university and potentially for external, peer-reviewed publications.

**Data retention**

Data is held In line with our university retention and disposal policy. Data summaries and analyses of responses will be held for 5 years following the completion of the survey, synchronous online focus group and follow-up interviews. The retention period does not apply to any materials published as a result of this project.

**Rights of data subjects**

The following rights are the 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

**Complaint with the Information Commissioner’s Office**

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](http://www.ico.org.uk/). 