**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 processing:**

The UHI Postgraduate Research Experience Survey (PRES)

The University, in pursuit of delivering excellent teaching and learning experiences, routinely collects student feedback on satisfaction and engagement.

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

|  |  |
| --- | --- |
| **Purpose 1:** **Administration of Survey, including transfer of student profiles in JISC Online Survey.** | We will use some of your personal information held on our secure student records system (SITS) in order to establish a unique identifier for you, so we can send you a personal link to the survey. The data will be used on a cohort level to look for trends in student experience and satisfaction. At no point will an individual student be identified. |
| **Purpose 2:****UHI analysis of data** | To ensure appropriate use of UHI resource to support students during their postgraduate research (MRes or PhD) programmes. To inform policy and practice and report to senior committees in the University with regard to the requirements of our PGR student community. |
| **Purpose 3:** **Prize draw** | Three students will be chosen at random for a prize.  |
| **Purpose 4:** **Analysis of data by academic staff** | Anonymised data may be used by particular academic partners / Executive Office based academics to inform local practice and to support external activities such as REF or external accreditation. Anonymised data will be supplied to these staff on a cohort basis only.  |
| **Purpose 5:** **Submission to AdvanceHE for benchmarking and national reporting** | AdvanceHE are the body that support the PRES. They produce an annual report that describes the national statistics and also provide benchmarking data for Universities to compare their data to. These data will be anonymised. Data are not attributable to an individual student or HEI but may be described as a sectoral group e.g. Million+, Scottish Universities. |

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

|  |  |
| --- | --- |
| **To achieve the following purposes:** | Purpose 1: Administration of Survey, Purpose 2: UHI analysis of data, Purpose 4: Analysis of data by academic staff,Purpose 5: Submission of anonymized reports to AdvanceHE |
| **Our legal reason to use the data is:** Use is necessary for the performing a task in the public interest or under official authority vested in us. That includes the university's public task as an educational establishment to provide teaching and learning experiences.  |
| **To achieve the following purposes:** | Purpose 3 :Prize draw |
| **Our legal reason to use the data is:** You have given consent for the processing by agreeing to be included in the prize draw. |

**The data we use includes special category (sensitive) data, that being your health/Disability and/or Ethnicity. You are not obliged to provide this information. Our legal reason for using this sensitive data, as provided, is:**

|  |
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| The processing is necessary for a matter of substantial public interest, that being the monitoring and promoting of equality of opportunity and treatment. |

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

|  |
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| * The University of the Highlands and Islands partnership colleges and research centres
* Scottish Funding Council (SFC)
* AdvanceHE
* Higher Education Statistics Agency (HESA)
* Nursing and Midwifery Council (NMC)
* Aberdeen University (for post-graduate research students registered with the University of Aberdeen)
 |

**Your data will be retained by the University and Academic Partners for the following period:**

Quantitative (numerical) raw data will kept for the year of survey + 5 years, higher level data analysis (% totals etc) plus qualitative (comments) data will be kept for up to and including 10 years (year of survey + 7 years).

 **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.**

**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)