

## **Privacy Notice – Use of postgraduate research applicant and student personal data.**

**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 our data protection officer at [dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@uhi.ac.uk)

The University of the Highlands and Islands is committed to protecting your personal information and being clear about what information we collect from you and how we use it. This privacy notice explains how we collect, store, process and share personal data and your rights in relation to the personal data we hold, specifically concerning the processing of the personal data of the University's postgraduate research degree applicants and students. This information is supplementary to the University's HE admissions and enrolment privacy notices.

### **The purposes for which the University will make use of your personal data:**

**PGR Student admission** – the administering of applications to apply for a postgraduate research degree at the University.

**PGR Student record administration** - the activities involved in creating a student record on the University SITS record system and a locally-held record at the relevant Academic Partner, Local Centres and the Graduate School Office. Thereafter compiling and maintaining accurate records of progress, including the recording of research outputs which may include publication within institutional repositories, websites etc.; attainment; conduct and making PGR students' records, and aggregated PGR student data and analyses available throughout the University as appropriate to support other institutional activities.

**PGR programme co-ordination** - the activities involved in co-ordinating the delivery of PGR programmes, including: scheduling and administering research supervision; organising fieldwork; scheduling the submission, marking and return of assessed work, and monitoring compliance with these schedules; monitoring students' attendance.

**PGR annual reports and progress review** - the activities involved in the annual submission and review of a Student Progress Report. Making decisions on academic progression, which may involve the exchange of information between the Universities' Graduate School and relevant Academic Partners and, where appropriate, the University of Aberdeen.

**PGR Student assessment administration** - the activities involved in administering the work of internal and external examination of PGR student academic work, including the administration and management of examination by viva-voce. The determination whether academic work submitted is consistent with University requirements. This may include the application of measures to detect and prevent academic dishonesty.

**PGR Student academic appeals** - the activities involved in considering and managing appeals.

**PGR Student discipline case handling** - the activities involved in conducting investigative and disciplinary proceedings concerning alleged/proven breaches of the institution's regulations, including those concerning misconduct e.g. academic, non-academic, research.

**Academic award administration** - the activities involved in administering the conferment of the institution's academic awards via graduation, including the recording and public broadcasting of Academic Partner ceremonies and maintaining a record of those awards within the University archive.

**Publication of research outputs** - the activities involved in adding a Postgraduate Research Degree thesis to the University PURE on-line repository, Academic Partner Library collection and the British Library eThos repository, and making that item available; promoting research activities and outputs via University and related web sites and other research directories, databases and related management information systems (notwithstanding agreed embargoes).

**As a postgraduate research degree applicant, you will:**

- Apply directly to the university by completing a paper or PDF application form and submit to us by email or post. Graduate School Office staff will share the information provided with relevant academic colleagues across the Partnership for the purposes of:
  - Assessing eligibility to be offered admission to read for a postgraduate research degree
  - Where relevant for the research programme, completing disclosure and other assessment checks ***(failure to provide this information, where required, will mean that the University cannot progress your application)***
  - Where appropriate, confirming immigration status for international applicants ***(failure to provide this information, where requested, will mean that the university cannot sponsor the applicant to apply for a Tier 4 visa)***.
  - Communicating with you in order to complete the admissions process and, where relevant, provide an offer to study a research degree and communicate with you thereafter to provide information relating to registration, enrolment, induction, events and support services.

The types of information we collect:

- Name, and contact information such as address, email address and telephone number, as well as date of birth, country of domicile and nationality. Where necessary, passport number or national identity card details and immigration information.
- Information relating to your education and employment history, the school(s) and other colleges or universities you have attended and places where you have worked, the courses you have completed, dates of study and examination results. We will also keep records relating to the details of examinations taken, your predicted and actual examination grades and other information on your application form

These uses apply to personal data provided by you without which we would not be able to progress your application.

You can choose to give information about any disabilities or support needs or not. If you do not disclose this information, we will be unable to provide the relevant support through the application

or student enrolment process and will be unable to assess the required reasonable adjustments. You can, however disclose this information to us at any stage of your application of studies with us, or at any time during your enrolment as a research student.

If you choose to disclose other personal information, such as having been in local authority care or being a carer, this data will be shared with academic decision makers to allow them to consider your personal circumstances when assessing your application under our contextualised admissions process. The data will also be shared with our support team so they can contact you about the support available to you.

If you decide to withdraw your application, decline an offer or do not take up your place with us, we will may use your personal data to contact you, by email, post or phone, so we can understand your reasons and whether we can be of further assistance.

Anonymised data may be used from research degree applicants for reporting and trend analysis for the monitoring of our contextualised admissions process and our equality duties under the Equalities Act 2010. The types of information relates to sensitive personal data and information including any disclosed health and medical conditions (e.g. disability and dietary needs) and information about your racial or ethnic origin; religion or similar beliefs; and sexual orientation.

**Our legal reason for using the data is/are:**

- Assessing eligibility for an offer of admission to read for a postgraduate research degree, including any relevant communication specific to this process: your data is processed in order for us to take steps at your request prior to entering into a contract, and if you accept an offer of a place, fulfilling our contractual obligations to you (Article 6 1 (b)).
- Disclosure and other clearance assessment checks: to comply with legal obligation, Article 6 1 (c).
- Confirmation of immigration status: Consent/ This is necessary for us to comply with our legal obligation in relation to UKVI Tier 4 visa regulations, Article 6 1 (c).
- Assessing and supporting disclosed disabilities or support needs: Use of personal information is necessary for carrying out obligations in the field of social protection law Article 9 2 (b)
- Providing relevant information on services available: for the purposes of legitimate interests pursued by the university, except where such interests are overridden by interests or fundamental rights and freedoms of the data subject, Article 6 1 (f)). The legitimate interest is to raise awareness of services and opportunities designed to support prospective students making their university choice and ensuring smooth transition to induction and enrolment.
- Communication on reasons for withdrawal or offer decline: for the purposes of legitimate interests pursued by the university, except where such interests are overridden by interests or fundamental rights and freedoms of the data subject, Article 6 1 (f)). The legitimate interest is the improvement of our customer service throughout the admission cycle.
- Equality monitoring: Use of personal information is in the substantial public interest, which the Data Protection Act 2018 clarifies can include keeping under review the existence or absence of equality of opportunity or treatment between different groups. Article 9 2 (g)).

**The data being used includes special category (sensitive) data, you are not obliged to provide this information. Our legal reason for using this sensitive data, where provided, is/are:**

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of social protection law.

Data on disclosed disabilities or support needs is used to ensure the university can provide the necessary support and reasonable adjustment as required in the Equality Act 2010.

Disclosed data on care experience or caring commitments is used as part of our commitment to widening access and contextualised admissions, and to comply with Scottish Government policy.

All special sensitive data is stored in a secure location. Data required for equality monitoring is used for the sole purpose of providing statistical analysis on protected characteristics to monitor compliance with the Equality Act 2010.

Your data will, or may, be shared with the following recipients or categories of recipient, as relevant in order to progress your research degree application or your research student progression once enrolled on a programme of research:

- UHI Academic Partners
- University of Aberdeen (for PGR students enrolled for a University of Aberdeen award)
- Funding bodies
- Industrial Sponsors
- Professional and regulatory bodies, e.g. Nursing and Midwifery Council
- Government departments and agencies, where we have a statutory obligation to provide information, eg the Home Office (in connection with UK visas and immigration),
- Disclosure Scotland, where your research programme requires a PVG check
- Occupational Health for programmes requiring fitness to practice assessment

**Your data will be retained in the university student records system, and any certificates and supporting documentation used during the processing of your application will be stored securely and in accordance with the student records system and document retention schedule; a summary of which can be accessed [here](#)**

**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.**

*August 2018.*