

The Data Controller of the information being collected is: Shetland UHI, Gremista, Lerwick, Shetland, ZE1 0PX. Phone: 01595 771000.

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 processing:

### Higher Education – enrolment

This process confirms your enrolment on your course. This process involves students confirming or editing data collected at application or previous enrolments and agreeing to the terms and conditions of enrolment at the University of the Highlands and Islands. The enrolment process must be completed annually, before or at the start of each academic year of study throughout the duration of study with the university.

### **Students studying BSc Applied Software Development or MSc Applied Data Science**

If you will be a student on either BSc Applied Software Development and MSc Applied Data Science, please also read the additional privacy notice [here](#).

Your information will be used for the following purposes:

<p><b>Purpose 1:</b> <b>Academic matters</b></p>	<p>Academic matters, including:</p> <ul style="list-style-type: none"> <li>the provision of our core teaching, learning and research services (e.g. registration, assessment, attendance, managing progression, academic misconduct investigations, certification, graduation);</li> <li>maintaining student records (to ensure we have the correct data for students);</li> <li>the production of student ID cards</li> <li>assessing your eligibility for bursaries and scholarships (confirming mode of attendance, start date, personal details);</li> </ul>
<p><b>Purpose 2:</b> <b>Student support</b></p>	<p>Providing student support services, including:</p> <ul style="list-style-type: none"> <li>Personal academic support (PAT)</li> <li>Supporting students who may require a Personal Learning Support Plan (PLSP) – <a href="#">More information and privacy notice</a></li> <li>Any additional support services for those who wishing to receive them.</li> <li>Proactive contact and support for care experienced students – <a href="#">More information and privacy notice</a></li> <li>Proactive contact and support for estranged students – <a href="#">More information and privacy notice</a></li> <li>Proactive contact and support for student carers – <a href="#">More information and privacy notice</a></li> </ul>

<b>Purpose 3: Library and ICT</b>	<p>Providing library, IT and information services (for example, access to email, virtual learning environment (VLE) and library services). As part of this your name, student number, and university email address will be included on UHI’s email address list which is available to all UHI partnership staff and students and HISA staff. This allows staff and peers to email you and allows you to contact peers and staff. More detail on data processing in the UHI VLE Brightspace is available <a href="#">here</a>.</p>
<b>Purpose 4: Appropriate funding and fee collection</b>	<p>To ensure appropriate student funding (for example bursaries and loans) can be administered in conjunction with SAAS and SLC. To facilitate the administration and collection of student fees;</p>
<b>Purpose 5: Returns and statistics</b>	<p>Other administrative purposes, including carrying out internal statistical analysis for academic standards, student support, quality assurance and enhancement, business management and improvement purposes. Also creation and submission of statistical returns to external bodies, such as HESA and SFC (more information in the data sharing section of this notice).</p>
<b>Purpose 6: Academic standards</b>	<p>Ensuring rigorous academic standards (for example checking work for originality and ensuring the correct information is present for examination boards).</p>
<b>Purpose 7: Protecting vulnerable groups</b>	<p>Disclosure Scotland’s Protection of Vulnerable Groups (PVG) or Enhanced Disclosure Scheme Membership, which is a requirement for some courses. This will be clearly advertised on the college website.</p>
<b>Purpose 8: Identity verification</b>	<p>Students may be required to verify their identity by showing photographic identity that may be matched with the photograph held on the student’s record. This is to ensure that only individuals with a legitimate reason are on campus or participating in university activities and to detect and prevent disciplinary or academic misconduct.</p>
<b>Purpose 9: Alumni Association and Alumni relations</b>	<p>To maintain a mutually beneficial relationship with our alumni community for life. To keep in contact through newsletters, provide benefits and services and seek alumni support. Graduates of HE courses are automatically enrolled in UHI Alumni Association. <a href="#">Privacy notice here</a> – you can opt out by emailing <a href="mailto:alumni@uhi.ac.uk">alumni@uhi.ac.uk</a></p>
<b>Purpose 10: Emergency communications</b>	<p>We may need to contact you, by text message and/or email, urgently with important information or guidance. For example, to inform you that a building is closed or to tell you about public health measures (such as COVID restrictions).</p> <p>We will send these text message communications to the mobile phone number you provide to us (If you have provided one at enrolment or added one to your student record since).</p> <p>The full privacy notice on texting students can be accessed <a href="#">here</a>.</p>

**Purpose 11: Contacting you**

UHI and its [academic partners](#) may contact you by email regarding any of the other purposes in this privacy notice, or any other matter associated with your studies at UHI. In addition to emails, UHI and its academic partners may contact you by text message for some reasons. More information about text messaging is included in [UHI's Text messaging privacy notice](#).

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

**To achieve the following purposes:** Purpose 1: Academic matters, Purpose 2: Student support, Purpose 3: Library and ICT, Purpose 4: Appropriate funding and fee collection, Purpose 7: Protecting vulnerable groups

**Our legal reason to use the data is:** Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract. That contract being between the university and its students, research staff and other parties to provide educational and other products and/or services and ensuring you can take part in key aspects of your course.

**To achieve the following purposes:** Purpose 4: Appropriate funding and fee collection, Purpose 6: Academic standards, Purpose 7: Protecting vulnerable groups, Purpose 8: Identity verification, Purpose 10: Emergency communications

**Our legal reason to use the data is:** Use is necessary for us to comply with a legal obligation. Those legal obligations being the return of statistical data and reports to satisfy various agencies that the university's academic standards and funding arrangements and are sufficient and our obligations are being met. Our obligation to protect individuals under the Protection of Vulnerable Groups (Scotland) Act 2007. Photographs will be stored and identity may be checked against that record in order to meet the university / Academic Partner's statutory requirement to fulfil its duties under the Protection of Children (Scotland) Act 2003, the Adult Support and Protection (Scotland) Act 2007, the Counter-Terrorism and Security Act 2015, the Children and Young People (Scotland) Act 2014, Health and Safety at Work Act 1974.

**To achieve the following purposes:** Purpose 1: Academic matters, Purpose 5: Statutory returns and statistics, Purpose 2: Student support, Purpose 3: Library and ICT, Purpose 7: Protecting vulnerable groups, Purpose 8: Identity verification

**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 being the university's public task as an educational establishment. This may include contacting you to provide advice and guidance based on the information you have provided to us, and to assess your eligibility for financial assistance you may be eligible for, ensuring you can take part in key aspects of your course and that the institution fulfils its safeguarding and duty of care requirements to vulnerable groups. Photographs will be stored and identity may be checked against that record in order to detect and prevent disciplinary misconduct (example: in the form of fraud) or academic misconduct (example: cheating, impersonation).

To achieve the **Purpose 11: Contacting you** following purposes:

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**Our legal reason to use the data is:** UHI and its [academic partners](#) will contact you for a number of different reasons, the lawful basis will be associated with the purpose for which UHI is contacting you. Contacting for any reason in this notice will be under the same lawful basis as that purpose. In addition, UHI and its academic partners may contact you by text message – more information about contacting you by text message, including the lawful bases, is included in the [UHI text messaging privacy notice](#).

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

Use is necessary for UHI to comply with a legal obligation and undertake processing required by law (Equality Act 2010) which is in the public interest. That processing may include using the data to offer and provide support and assistance as appropriate in line with the Equality Act.

Use of the data is also necessary for a matter of substantial public interest, that being; identifying and keeping under review the existence or absence of equality of opportunity or treatment.

**Certain courses require students to be members of the Protecting Vulnerable Groups (PVG) Scheme, which checks that you can safely work with children and/or vulnerable adults. This process involves checking for any criminal convictions or similar concerns that may influence your ability to work with vulnerable groups.**

The course information will clearly state if you need to be a PVG member to study, if you are not sure or would like more information you contact your local Academic Partner, contact details can be found at <https://www.uhi.ac.uk/en/t4-media/one-web/university/students/support/student-records/registry-contact-details.pdf>. More information about the PVG can be found at <https://www.mygov.scot/pvg-scheme/>.

Our lawful basis for processing any criminal convictions data disclosed by Disclosure Scotland as part of the PVG scheme is:

Processing is necessary for reasons of substantial public interest those being;

- Meeting the college's statutory requirement to fulfil its duties under the Protection of Vulnerable Groups (Scotland) Act 2007.
- Meeting the college's requirement to ensure that students meet the regulatory standards for professional study and practice, as set by the relevant professional body.

**If you were to withhold the personal information we require for this process, the consequences would be that we would be unable to process your enrolment on your course.** This would mean the university would be unable to deliver teaching or provide student services; your university account would be cancelled and any funding or bursary applications you may have made will be delayed or cancelled.

With regard to courses that require PVG Scheme Membership, the university has specific duties under the Protection of Vulnerable Groups (Scotland) Act 2007. Should you be excluded from engaging with vulnerable groups you may be unable to participate in key aspects of your course. This may cause you complications if you have arranged funding for your course of study.

If you have concerns with regard to PVG Scheme Membership, you should discuss the matter as soon as possible with the university. We do not require you to disclose criminal convictions to us directly as part of the application process, but we may be informed of any criminal convictions by Disclosure Scotland as part of the PVG Scheme Membership process.

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

- **The University of the Highlands and Islands partnership colleges and learning centres**
- **Highlands and Islands Students' Association (HISA)** Information about HISA's data protection, including their privacy notices relevant to the purposes for which the data is shared with HISA, is available [here](#).
- **Scottish Funding Council (SFC)** Information about SFC's data protection, including their privacy notices relevant to the purposes for which the data is shared with SFC, is available [here](#).
- **Higher Education Statistics Agency (HESA)**. Information about HESA's data protection, including their privacy notices relevant to the purposes for which the data is shared with HESA, is available [here](#).
- **Student Awards Agency for Scotland (SAAS)** Information about SAAS's data protection, including their privacy notices relevant to the purposes for which the data is shared with SAAS, is available [here](#).
- **Student Loans Company (SLC)** Information about SLC's data protection, including their privacy notices relevant to the purposes for which the data is shared with SLC, is available [here](#).
- **Scottish Qualifications Authority (SQA)** Information about SQA's data protection, including their privacy notices relevant to the purposes for which the data is shared with SQA, is available [here](#).
- **Nursing and Midwifery Council (NMC)** (students of the Nursing and Midwifery department should read this [privacy notice](#)). Information about NMC's data protection, including their privacy notices relevant to the purposes for which the data is shared with NMC, is available [here](#).
- **General Dental Council (GDC)** Information about GDC's data protection, including their privacy notices relevant to the purposes for which the data is shared with GDC, is available [here](#).
- **Chartered Management Institute (CMI)** Information about CMI's data protection, including their privacy notices relevant to the purposes for which the data is shared with CMI, is available [here](#).
- **General Teaching Council for Scotland (GTCS)** Information about GTCS's data protection, including their privacy notices relevant to the purposes for which the data is shared with GTCS, is available [here](#).
- **General Optical Council (GOC)** Information about GOC's data protection, including their privacy notices relevant to the purposes for which the data is shared with GOC, is available [here](#).
- **Any other relevant professional body** Many UHI courses are regulated, delivered or accredited with or by professional or trade bodies. Where UHI has such a relationship

with such a body it may share your personal data with those bodies for the purposes of course accreditation, invigilation, moderation, external examination checks, co-delivery or regulatory requirements.

- **Any other relevant awarding body** Some UHI courses are validated or awarded by external awarding bodies. If your course is validated or awarded by such an external body then your data will, or may, be shared with these bodies for the purpose of the awarding/validation relationship. This may include awarding, quality assurance invigilation, moderation or other purposes.
- **Local Authorities (for full-time student potential application of council tax discount)**
- **Aberdeen University (for post-graduate research students)**
- **Ipsos Mori (for the National Student Survey)**
- **External examiners** UHI is sometimes required to use the services of external examiners to examine or moderate student work. Your data may be shared with external examiners for this purpose.

**Limited personal data will, or may, be shared with contracted third parties to enable provision of services for the purposes of teaching, learning and administrative support and IT provisioning. This includes:**

- Student email accounts (Microsoft – Office 365)
- School of Health placements (Quantum IT - In Place)
- Originality checking system (Turnitin LLC)
- Virtual learning environment (D2L - Brightspace)
- Video library system (Medial)
- Survey system (Jisc online surveys)
- Library management system (Sierra)
- Module Reading List Software (Talis Aspire)
- Student portal (CollabCo)
- Alumni system (Raisers edge)
- Careers service (TARGETconnect - FutureMe)
- Disclosure Scotland
- Virtual Classroom (Bongo)
- Virtual Classroom (Blackboard Collaborate)
- Research manager and ethics approval system (Haplo)
- Core teaching technologies
- UHI's text messaging system, used by UHI to send you text messages (PageOne), privacy notice can be accessed [here](#).
- UHI may utilise the services of other companies providing ICT functionality to the University and/or colleges.

**This process involves your data being sent outside of the UK. The following safeguard is in place for this international transfer:**

We transfer data to the USA for Turnitin originality checking software, the data transferred comprises:

- Student ID
- Student's university email address
- Student's assessment (their own work, as submitted in the course of study)

This is a system data transfer from the Virtual Learning Environment (VLE) directly to the originality software (Turnitin). This data is transferred for processing to ensure student work is original and the university is making awards based on original student work.

Data is transferred to services in the EEA, the safeguard being an adequacy decision in Respect of the EEA.

**This relevant protection in place for this international transfer:**

The data is transferred to Turnitin LLC in the USA under approved Standard Contractual Clauses.

**Your data will be retained in the university student records system and accordance with the student records system retention schedule; a summary of which can be accessed at <https://www.uhi.ac.uk/en/students/support/student-records/why-we-collect-data-about-you/>**

**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.**