

Privacy Notice – Admission to higher education

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

This privacy statement relates to the following process:

Use of personal data in the admissions process for higher education.

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 your personal data and your rights in relation to the personal data we hold. This privacy statement concerns the processing of personal data of applicants for undergraduate and postgraduate taught programmes of the university.

Applicant data is collected in the following ways, when you:

- Apply to study at the University of the Highlands and Islands through the Universities and Colleges Admissions Service (UCAS). Your application data is securely transferred from UCAS to us, creating an applicant record on the university student records system (SITS)
- Apply directly to the university through our online application form, which creates an applicant record on SITS
- Complete a paper or PDF application form and submit to us by email or post. Admissions staff manually create an applicant record and input this information into SITS.

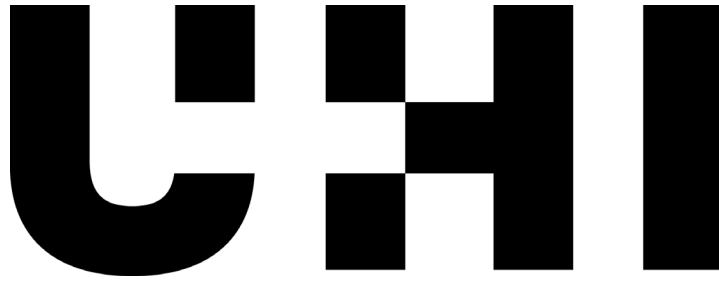
Your information will be used for the following purposes:

We process applicant data for the purposes of:

Purpose 1: Assessing your application (see also purpose 5)	Assessing eligibility to be offered a place on one of our taught programmes
Purpose 2: Contacting you for the application and admissions process	Communicating with you by text, email or phone in order to complete a secure application and admissions process.
Purpose 3: Disclosure, PVG, occupational health and other regulatory checks	Where relevant for the course of study, completing disclosure, PVG and other regulatory checks including fitness to study/practice assessments and professional body checks. May include fitness to practice assessment.

UHI

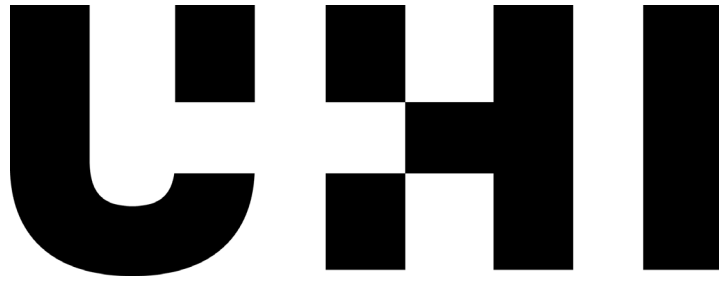
	Some courses require that you undertake an occupational health assessment to make sure you can safely take part in the course activities (or alternative or adjusted activities based on your assessment). Outcomes from your assessment may be shared with UHI and used to consider whether you can take part in the courses, and what adjustments can be made to help you take part.
Purpose 4: Immigration status checks	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 student route visa. This will include sharing personal data with UK Visas and Immigration (UKVI) and the UK Home Office.
Purpose 5: Contextualised admissions for certain applicants	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. You can read more about our contextualised admissions policy here: https://www.uhi.ac.uk/en/studying-at-uhi/first-steps/admissions/
Purpose 6: Support for applicants and students disclosing a disability	If you choose to disclose a disability or support need, we will use this data to enable our support teams to contact you to let you know of the support that may be available and any reasonable adjustments that may be made for you during the admissions process and throughout your studies
Purpose 7: Support for certain applicants and students	<p>If you choose to disclose that you have been in local authority care or that you are a carer, this data will be shared with our support team so they can contact you about the support available to you.</p> <p>Proactive contact and support for care experienced students – More information and privacy notice</p> <p>Proactive contact and support for estranged students – More information and privacy notice</p> <p>Proactive contact and support for student carers – More information and privacy notice</p> <p>UHI may administer student support using its student support data management system.</p>
Purpose 8A: Sending you relevant information about UHI	We will also use your data to provide you with additional relevant information on services such as accommodation options, funding support and applicant open days, through email or post.



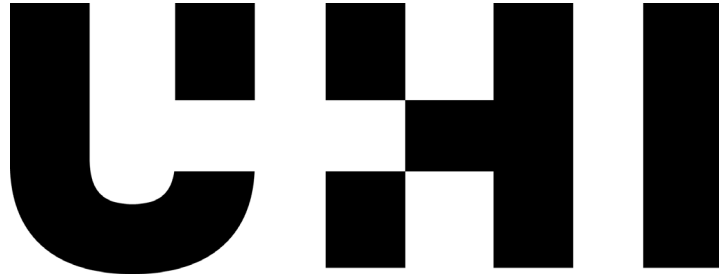
Purpose 8B: Sending you information about taking up a place (if you accept a place)	If you accept a place on a course, we process your data in order to provide you with information on the course, induction events and support services.
Purpose 9: Contact you to find out withdrawn application to improve our services	If you decide to withdraw your application, decline an offer or do not take up your place with us, we will 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
Purpose 10: Equality monitoring and improvement	Anonymised data is used from applicants for reporting and trend analysis for the monitoring of our contextualised admissions process and our equality duties under the Equalities Act 2010.
Purpose 11: Reporting	UHI are required to submit reports about applicants and admissions. UCAS: If you are a full-time Higher Education student (HNC, HND or degree level) and you applied to the university directly then your data will be shared with UCAS. The UCAS privacy notice is available here . Please also read the UCAS declaration here .
Purpose 12: References and qualification/academic history checks	If you apply to volunteer/work for, study at, or engage with organisations then they may ask UHI to verify your qualifications, academic history or may ask UHI for a reference. UHI may also procure such references from other organisations where relevant to your applications or other matters.

Our legal reason for using the data is/are:

Purpose 1: Assessing your application (see also purpose 5)	Contract 6(1)(b): 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)).
Purpose 2: Contacting you for the application and admissions process	Contract 6(1)(b): Contract: 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.
Purpose 3: Disclosure, PVG and other regulatory checks	Contract 6(1)(b): 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 6(1)(b). Legal obligation 6(1)(c) and public task 6(1)(e): UHI has various legal and regulatory obligations to ensure that its courses and premises are safe and that students can safely study and practice. UHI needs



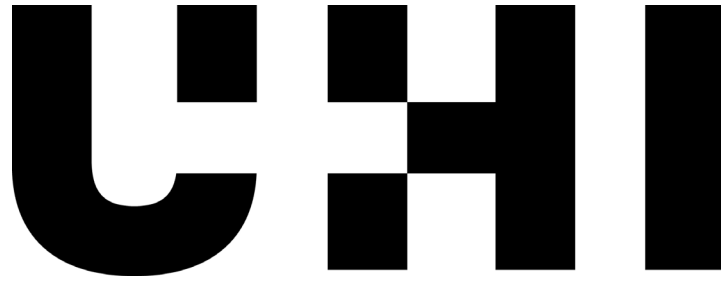
	to process your personal data for these obligations for certain courses.
Purpose 4: Immigration status checks	Legal obligation 6(1)(c) and public task 6(1)(e): UHI has various legal and regulatory obligations to ensure that its courses and premises are safe and that students can safely study and practice.
Purpose 5: Contextualised admissions for certain applicants	<p>Legal obligation 6(1)(c) and public task 6(1)(e): UHI operates a contextualised admissions policy that seeks to widen fair and equitable access to further and higher education. Considering relevant factors for contextualised admissions is necessary for UHI to meet its obligations and public tasks to:</p> <p>Follow the Equality Act 2010 and to meet the provisions of SFC and Government guidance on contextualised admissions and widening access to HE as well as legal obligations in the Further and Higher Education (Scotland) Act 2005 regarding widening access and supporting the SFC's objective to review the progress being made in enabling, encouraging and improving participation of under-represented groups Post-16 Education (Scotland) Act 2013.</p>
Purpose 6: Support for applicants and students disclosing a disability	Use is necessary for us to comply with a legal obligation 6(1)(c), that being the Equality Act 2010.
Purpose 7: Support for certain applicants and students	<p>Use is necessary for a task carried out in the public interest (public task)</p> <p>Use of your data allow us to support the Scottish Funding Council (SFC) who have a duty placed upon them through the Post-16 Education (Scotland) Act 2013 to review the progress being made in enabling, encouraging and improving participation of under-represented groups.</p> <p>Use of your data will allow us to meet the duty set out within the Children and Young People (Scotland) Act 2014 which requires us to undertake Corporate Parenting duties for care experienced students.</p> <p>Use of your data will allow us to meet the duty set out in the Carers (Scotland) Act 2016 which requires us to provide information and advice to student carers.</p>
Purpose 8: Sending you relevant information about UHI	<p>Depending on the nature of the communication:</p> <p>Service updates and relevant information about the University, college(s), or application/enrolment process: Contract 6(1)(b)– as required for the purposes of a contract with you or a contract that you are seeking to enter in to.</p> <p>Details about the University, its services, and students' Association: Public task 6(1)(e) or Legitimate Interests 6(1)(f) depending on the exact nature of the communication. The legitimate interest being in</p>



	UHI providing applicants with information the University or college(s) considers relevant and likely of assistance or interest to applicants in the context of their application stage and potential study at UHI.
Purpose 8: Sending you information about taking up a place (if you accept a place)	Contract 6(1)(b) as required for the purposes of a contract with you or a contract that you are seeking to enter in to. Includes relevant service or other important information updates relevant to accepting or taking up a place.
Purpose 9: Contact you to find out withdrawn application to improve our services	Public task 6(1)(e) or Legitimate Interests 6(1)(f) depending on the exact nature of the communication. The legitimate interest being in UHI understanding the needs and wants of its potential students to best shape its educational provision, systems and engagement, all in pursuance of its general task to deliver quality fundable education and widen access to such education.
Purpose 10: Equality monitoring and improvement	Use is necessary for us to comply with a legal obligation 6(1)(c), that being the Equality Act 2010.
Purpose 11: Reporting	Contract 6(1)(c), Legal obligation 6(1)(c), Public task 6(1)(e), Legitimate Interests 6(1)(f) depending on the exact reporting activity and requirement. UCAS: Legitimate Interests and contract
Purpose 12: References and qualification/ academic history checks	The lawful basis for responding to, or making, reference or academic history checks will depend on the exact nature of the request including; who has made the request, the information sought and the reasons for the request. The bases may include, legal obligation, public task or legitimate interests.

The data being used includes special category (sensitive) or [‘criminal offence’](#) data, you are not obliged to provide this information. Our legal reason for using this sensitive data, where provided, are:

Purpose 3: Disclosure, PVG and other regulatory checks	Processing is necessary for reason of substantial public interest, that being processing required by an enactment. Legal obligation 9(1)(b) and 9(2)(g) substantial public interest (enactment): UHI has various legal and regulatory obligations to ensure that its courses and premises are safe and that students can safely study and practice. UHI may also rely on other matters of substantial public interest depending on the circumstances of the processing.
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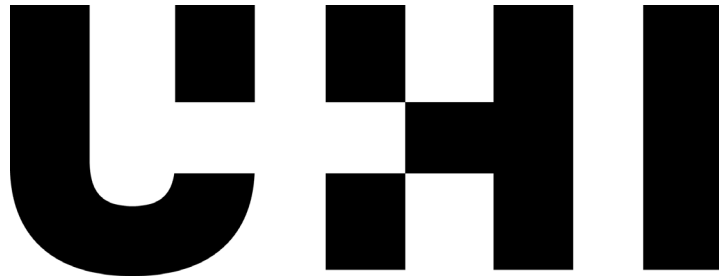


Purpose 4: Immigration status checks	Processing is necessary for reason of substantial public interest, that being processing required by an enactment. UHI has various legal and regulatory obligations to ensure that its courses and premises are safe and that students can safely study and practice.
Purpose 5: Contextualised admissions for certain applicants	Processing is necessary for reason of substantial public interest, that being processing required by an enactment. Including the Equality Act 2010 and to meet the provisions of SFC and Government guidance on contextualised admissions and widening access to HE as well as legal obligations in the Further and Higher Education (Scotland) Act 2005 regarding widening access and supporting the SFC's objective to review the progress being made in enabling, encouraging and improving participation of under-represented groups Post-16 Education (Scotland) Act 2013.
Purpose 6: Support for applicants and students disclosing a disability	Processing is necessary for reason of substantial public interest, that being processing required by an enactment. Use is necessary for us to comply with a legal obligation 6(1)(c), that being the Equality Act 2010.
Purpose 7: Support for certain applicants and students	Processing is necessary for reason of substantial public interest, that being processing required by an enactment. This data will be used for the purposes of supporting and protecting as necessary. Such actions being required under the Post-16 Education Act, Equality Act, Children and Young peoples' Act, General duty of care, Mental Health (Scotland) Act. As also set out more specifically in these privacy notices: Proactive contact and support for care experienced students – More information and privacy notice . Proactive contact and support for estranged students – More information and privacy notice . Proactive contact and support for student carers – More information and privacy notice
Purpose 10: Equality monitoring and improvement	Processing is necessary for reason of substantial public interest, that being processing required by an enactment. Use is necessary for us to comply with a legal obligation 6(1)(c), that being the Equality Act 2010.

If you were to withhold personal information we require for this process:

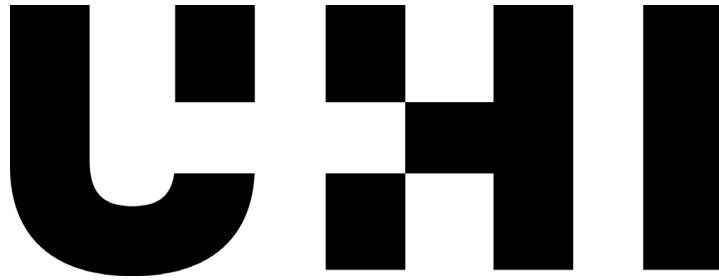
If you withhold personal data that is necessary for your application then UHI may not be able to proceed with your application.

There is other information that may chose to disclose such as care experience or certain disabilities that come with extra support potentially being available. You are not required to disclose this information, but UHI may not be able to provide you with enhanced support if you do not. You can, however, disclose this information to us at any stage of your application or studies with us.



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

- **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](#).
- **Professional and regulatory bodies:** If your course is accredited or otherwise endorsed, monitored or quality assured by a professional or regulatory body, or your course leads to a profession or qualification that is regulated by such a body then personal data may be shared with the relevant professional or regulatory bodies to allow them to undertake their functions.
 - **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.
- **UCAS:**
 - For UCAS applicants, data on decisions made by the university and the applicant through the application process is transferred on a regular basis between the UCAS system and our student records system
 - In accordance with our contract with UCAS, the university will share applicant data with UCAS for enrolled students on full-time undergraduate programmes who applied to the university directly
 - If you are a full-time Higher Education student (HNC, HND or degree level) and you applied to the university directly then your data will be shared with UCAS. The UCAS privacy notice is available [here](#). Please also read the UCAS declaration [here](#).



- **Government departments and agencies:** where we have a statutory obligation to provide information, eg the Home Office and UKVI (in connection with UK visas and immigration),
- **Disclosure Scotland:** where your chosen course of study requires a PVG check
- **Occupational Health provider:** for courses requiring fitness to practice assessment, your data will be shared with UHI's (or UHI Academic Partners') occupational health service provider. Information may be provided back to UHI ((or UHI Academic Partners') from the occupational health service

UHI ICT Systems:

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:

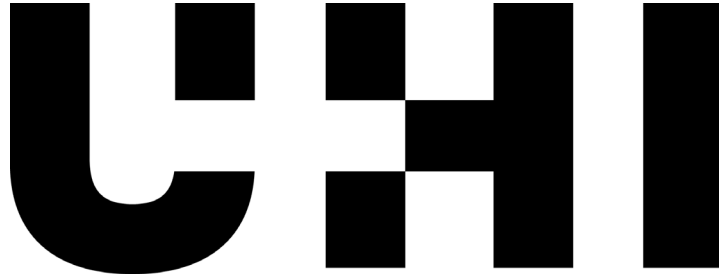
- PageOne text messaging system, PageOne is the system that UHI uses to send and receive text messages. PageOne do not use your phone number for their own purposes, UHI uses the system to send and receive text messages. PageOne will not share or sell on your data.
- The university's Student Support data management system is supplied by GTI Futures and, to students, will be known as the Student Support Hub. A data feed from the university's student records system will transfer the necessary applicant/student information into the system which will allow Student Support teams to manage their interactions with applicants/students in a centralised system. Online documentation will be held of these interactions which will include any support measures implemented. Information on the system will be locked down to ensure only relevant staff can view the data.
- Survey system (Jisc online surveys)
- Virtual conference system – (Cisco Webex, including Slido or MS Teams). This system may be used for hosting online interviews.
- UHI may utilise the services of other companies providing ICT functionality to the University and/or colleges.

Data provided to us by third parties.

- **Agents**
If you apply to UHI using an international student agent, then your agent may provide application details to UHI directly. This may include details about you, your educational credentials, education history, your immigration or financial status.
- **UCAS**
If you apply to UHI via UCAS then UCAS will send your full application to us in accordance with their terms and conditions and [privacy notice](#).

Your applicant 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](#).

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.