

The Data Controller of the information being collected is UHI North, West and Hebrides (UHI NWH), Ormilie Road, Thurso, Caithness, KW14 7EE.

For any queries or concerns about how your personal data is being processed you can contact the UHI NWH Data Protection Officer at dpo.nwh@uhi.ac.uk

This privacy statement relates to the following processing:

Further Education – Admissions

This process is the means of applying to a Further Education programme of study at college. This process involves applicants providing data in order for staff at UHI NWH to assess whether your application should be successful. Your data will be securely stored in the student records system (SITS).

The admissions process must be completed for each programme of study, unless you are already enrolled and progressing in a similar subject area; in these circumstances staff will follow the progression process.

If you are offered a place on a course and accept the offer, information you provide during the Admission process will be pre-populated into the form used during the Enrolment process. This process has its own [Privacy Notice](#).

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

- Apply directly to UHI NWH 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 then manually create an applicant record and input this information into SITS

Your information will be used for the following purposes:

Purpose 1: Academic matters	Academic matters, including: <ul style="list-style-type: none"> • Contacting you in relation to the FE programme of study you have applied for • Assessing eligibility to be offered a place on one of our FE programmes of study • Maintaining student records (to ensure we have the correct data for prospective students)
Purpose 2: Student support	Fulfilment of statutory obligations related to disability, protected characteristics and other priority groups. Providing student support services for those who wish to receive it.
Purpose 3: Fees and Funding	To identifying your fee status, your eligibility for student support funds and to ensure appropriate student funding can be administered
Purpose 4:	Statutory Further Education Statistical (FES) returns to Scottish Funding Council (SFC), and other external bodies

Statutory returns and statistics	such as Scottish Government. Other administrative purposes, including carrying out internal statistical analysis.
Purpose 5: Equalities Monitoring and Reporting	To encourage, enhance and monitor equality of opportunity and treatment. To take steps to encourage and monitor equality. To create and assess such reports as are required for that function.
Purpose 6: 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. More information UHI NWH's use of text messaging is can be found in the associated Text Messaging Privacy Notice .

Our legal reasons for using the data are:

To achieve the following purposes: Purpose 1: Academic matters, Purpose 2: Student support, Purpose 3: Appropriate funding, Purpose 6: contacting you for the application and admissions process

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 college and its students, teaching staff and other parties to provide educational and other products and/or services.

To achieve the following purposes: Purpose 2: Student support, Purpose 4: Statutory returns and stats Purpose 5: Equalities Monitoring and Reporting

Our legal reason to use the data is: Use is necessary for us to comply with a **legal obligation**. Those legal obligations are: a) the support of students with disabilities, protected characteristics and other priority groups, and b) the return of statistical data and reports to satisfy statutory agencies that the our academic standards and funding arrangements are sufficient and our obligations are being met.

To achieve the following purposes: Purpose 1: Academic matters, Purpose 2: Student support, Purpose 3: Appropriate funding, Purpose 4: Statutory returns and stats

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 college'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.

The data we use includes special category (sensitive) data. You are not obliged to provide this information. Our legal reason for using this sensitive data, as provided, is:

Use necessary for *reasons of substantial public interest* and is authorised by domestic law proportionate to the aim pursued. Data Protection Act 2018, Schedule 1:

- Part 2 (16) *Support for a disability or medical condition*

- Part 2 (8) *Equality or opportunity of treatment*
 - 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 (including at any interviews) and during your studies.
 - If you choose to disclose that you are in [local authority care or are a care leaver](#), we will use this data to contact you to let you know about the support and resources that are available if you wish to make use of them.
 - If you choose to disclose that you are a [student carer](#), we will use this data to contact you to let you know about the support and resources that are available if you wish to make use of them.

Use necessary for *reasons of substantial public interest* and is authorised by domestic law proportionate to the aim pursued. DPA 2018, Schedule 1:

- Part 2 (8) *Equality or opportunity of treatment*
- Part 2 (5) *Statutory and government purposes*
 - Anonymised data is used from applicants for reporting and trend analysis for the monitoring of our admissions process and our equality duties under the [Equality Act 2010](#).
 - Personal data is shared with the Scottish Funding Council; Sensitive data is then anonymised and reported in the statutory [FES Returns](#).

If you were to withhold the personal information we require for the enrolment process, the consequences would be:

The college would be unable to process your application to your programme of study. This would mean the college would be unable to deliver teaching or provide student services; your college student record and any associated ICT accounts would be cancelled. Any student support fund applications you may have made will be delayed, cancelled or recouped.

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
- Scottish Funding Council (SFC) including Assigned Auditors
- Scottish Government
- Education Scotland
- Skills Development Scotland
- Colleges Scotland
- Scottish Qualifications Authority (SQA)
- College Development Network
- UHI NWH IT system processors
- PageOne text messaging system, please see our [Text Message Privacy Notice](#)

Statistical personal information will be shared with the Scottish Funding Council to allow them to allocate appropriate funding to colleges in line with Scottish Government strategies and their statutory duties. For more information on how the Scottish Funding Council use your personal data please see their FE student privacy policy on their website:

<http://www.sfc.ac.uk/home/privacy.aspx>

Retention:

Your data will be retained in accordance with the [UHI NWH Records Retention and Disposal Policy](#), which follows the UHI Retention and Disposal Policy.

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

Complaints

You have the right to [complain to the Information Commissioner's Office](#) if you are unhappy with our treatment of your personal data. You are also welcome to write to our [Data Protection Officer](#) with details of your complaint, who will endeavour to provide you with a timely resolution.