**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](mailto:dataprotectionofficer@uhi.ac.uk)

**This privacy statement relates to the following processing:**

The UHI Postgraduate Taught Experience Survey (PTES) and Postgraduate Research Experience Survey (PRES)

The University, in pursuit of delivering excellent teaching and learning experiences, routinely collects student feedback on satisfaction and engagement. This feedback is used to ensure and enhance quality.

**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.  Your personal data will not be linked to your responses to the survey, and we will not be able to identify your responses. |
| **Purpose 2:**  **Student feedback opportunity.** | To provide taught and research postgraduate students with a formal way to give feedback to the university. |
| **Purpose 3:**  **Prize draw** | The prize draw is not linked to the survey. Participants must email [studentengagement@uhi.ac.uk](mailto:studentengagement@uhi.ac.uk) once the survey has been completed and this will not be linked to any response. |
| **Purpose 4:**  **Analysis of data by staff** | Data will be considered by staff of the university and external third party data analysists to inform improvement and changes. |
| **Purpose 5:**  **Publication of results** | Anonymous statistics will be published and shared with Advance HE. |

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

|  |  |
| --- | --- |
| **To achieve the following purposes:** | Purpose 1: Administration of survey, Purpose 2: Student feedback opportunity, Purpose 3: prize draw, Purpose 4: Analysis of data by staff, Purpose 5: Publication of results. |
| **Our legal reason to use the data is:** You have given consent for us to use and process the data. You can withdraw your consent at any time by emailing [studentengagement@uhi.ac.uk](mailto:studentengagement@uhi.ac.uk). | |

**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:**

|  |
| --- |
| Consent. You may withdraw your consent at any time, and you are not required to provide this data to participate in the survey. |

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

|  |
| --- |
| Your personal data will not be shared with anyone. Anonymous survey responses will be shared with:   * The University of the Highlands and Islands partnership colleges and learning centres * Advance HE |

**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 + 2 years, higher level data analysis (% totals etc) plus qualitative (comments) data will be kept for up to and including 4 years (year of survey + 3 years).

Your entry for the prize draw (optional) will only be retained until the draw is completed, which will take place shortly after the close of the survey.

**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)