

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:

Further 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 your local college. Your data will be securely stored in the student records system (SITS).

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 college.

Information on your personal and family financial circumstances is required in order to assess your eligibility for a fee waiver. You will be required to produce documentary evidence in support of your application for a fee waiver before an award can be considered. For further information, please refer to the Fee Waiver Policy.

Your information will be used for the following purposes:

<p><b>Purpose 1: Academic matters</b></p>	<p>Academic matters, including:</p> <ul style="list-style-type: none"> <li>• Contacting you with regard to your chosen FE programme of study</li> <li>• The provision of our core teaching and learning services (eg registration, assessment, attendance, managing progression, academic misconduct investigations, certification, prizegiving).</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 other grants (confirming mode of attendance, start date, personal details).</li> </ul>
<p><b>Purpose 2: Student support</b></p>	<p>Fulfilment of statutory obligations related to disability, protected characteristics and other priority groups. Providing student support services for those who wish to receive it (for example personal academic support, personal non-academic support and additional support).</p>
<p><b>Purpose 3: Library and ICT Services</b></p>	<p>Providing library, ICT and information services (for example, access to email, virtual learning environment, library systems and out of hours).</p>
<p><b>Purpose 4: Fees and Funding</b></p>	<p>To identifying your fee status and to ensure appropriate student funding can be administered.</p>

<b>Purpose 5: Statutory returns and statistics</b>	Statutory Further Education Statistical (FES) returns to Scottish Funding Council (SFC), and other external bodies such as Scottish Government, Skills Development Scotland, Scottish Qualification Authority and . Other administrative purposes, including carrying out internal statistical analysis.
<b>Purpose 6: Academic Standards</b>	Ensuring rigorous academic standards (for example checking work for originality and ensuring the correct information is present for examination boards).

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

**To achieve the following purposes:** Purpose 1: Academic matters, Purpose 2: Student support, Purpose 3: Library and ICT Services  
Purpose 4: Fees and Funding

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**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.

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**To achieve the following purposes:** Purpose 2: Student support, Purpose 5: Statutory returns and statistics, Purpose 6: Academic Standards

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**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, 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.

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**To achieve the following purposes:** Purpose 1: Academic matters, Purpose 2: Student support, Purpose 4: Fees and Funding, Purpose 5: Statutory returns and statistics

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**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.

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**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:**

Processing is necessary for the purposes of carrying out the obligations of the college in the field of social protection law and as a matter of substantial public interest in ensuring equality of opportunity or treatment.

All special sensitive data is stored in a secure location. Data is anonymised and used for the sole purpose of providing statistical analysis on protected characteristics to monitor compliance with the Equality Act 2010 and various Government Agendas (for example, Gender Action Plan; Widening Participation).

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 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.

Sensitive data is 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 enrolment on your programme of study and you would not be able to commence your studies. As a result, 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 or cancelled.

**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)
- Scottish Funding Council (SFC) including Assigned Auditors
- Scottish Government
- Education Scotland
- Skills Development Scotland
- Colleges Scotland
- Scottish Qualifications Authority (SQA)
- College Development Network
- Local authorities including schools (only where you are a school pupil enrolling on a school/college partnership programme)
- Community Planning Partners for ESOL provision
- Awarding bodies associated with your studies, for example SQA, City and Guilds, Charter Institute of Management (CMI)
- Engineering Construction Industry Training Board (ECITB)
- Employers and Managing Authorities/Agents who are supporting or funding your studies
- Where we are obliged to do so by law including court orders or other regulatory bodies (for example Managing Authorities for European Social Funded (ESF) courses)

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>

**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:**

- Microsoft for student email accounts
- Originality checking system (Turnitin LLC)
- Virtual learning environment (Blackboard)
- Video library system (Medial)

- Survey system (Bristol online surveys)
- Library management system (Sierra)
- Student portal (CollabCo)
- Alumni system (Raisers edge)

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

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

- Student ID.
- Student's college 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 college is making recommendations for awards based on original student work.

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

The data is transferred to Turnitin LLC in the USA under the European Commission's adequacy decision regarding the protection provided by the EU-U.S. Privacy Shield.

**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 [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.**

**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)**