

Privacy Notice – UHI Needs Assessment Processes (Including dyslexia screening)

We will publish any changes we make to this notice at <https://www.uhi.ac.uk/dm-privacy>

The Data Controller of the information being collected is: The Student Support Manager, University of the Highlands and Islands, Executive Office, 12b Ness Walk, Inverness, IV3 5SQ. Email: support@uhi.ac.uk

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

This privacy statement relates to the following process:

Needs assessment at UHI, including dyslexia screening where required.

Your information will be used for the following purposes:

UHI will use the details entered on your student record (e.g., student name, student ID, contact details and disability details) to identify and contact you as required. These details will enable UHI to manage student referrals and communicate your support requirements to relevant staff.

The information you provide during the needs assessment and support process will be captured on your support record and used to identify and implement appropriate support measures to ensure that you are adequately supported during your studies.

Depending on your specific needs and eligibility, your information may be used to support an application for Disabled Students' Allowance and/or to enable dyslexia screening – e.g., via UHI's institutional licence for QuickScreen software.

Our legal reason for using the data is/are:

- Use is necessary for us to comply with a legal obligation, that being the Equality Act 2010.

The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data is/are:

- Use is necessary for carrying out obligations under employment or social protection law, and undertaking a function, in the public interest, conferred on UHI by law, those being UHI's obligations under the Equality Act 2010.

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

As a student of UHI, you can disclose a disability or additional support need at any time during your studies. Choosing not to disclose or engage fully in the needs assessment process may have an impact on the support/reasonable adjustments available to you.

If you choose to decline the offer of support, your enrolling student services will record this decision in UHI's student records system, and you can change your mind at any time.

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

Enrolling student services may share relevant details of, or relating to, your Personal Learning Support Plan (PLSP) with colleagues in other sectors, institutions and agencies as necessary in order to determine/confirm the nature of your needs and/or gather relevant details of support measures previously in place. These details may also be used in support of an application for internal or external exam arrangements, where relevant.

During the PLSP process, you will nominate relevant external contacts with whom you wish information about your support arrangements to be shared. This information will be recorded within the PLSP document.

Enrolling student services will share limited details of the support measures approved for you with relevant staff, on a need-to-know basis, in order to ensure that you can be adequately supported during your studies. The Summary of Support section of your approved PLSP will be shared with your Personal Academic Tutor and relevant others (including placement coordinators, as applicable), in order that approved support arrangements can be discussed and implemented as appropriate. Relevant staff may also be notified of the existence of your PLSP for this purpose. Relevant details of needs may be passed to placement providers to allow students to take part in their placements. Such sharing will be strictly limited to what is necessary.

If UHI does not have the expertise or capacity to undertake your DSA needs assessment internally it may employ a third party to undertake your assessment. Your data will be shared with the external assessor for this purpose. UHI will only use assessors it has contractual relationships with to protect your data and uphold service quality.

UHI may periodically provide opportunities for students to feedback anonymously on the needs assessment process and support available to them. This feedback will be used to evaluate UHI disability support processes. Student data is also collected to satisfy internal and external reporting and audit requirements.

UHI uses software to assist with dyslexia screening, this software (QuickScreen) is hosted by the supplier (PICO Educational Systems Limited) who maintain data in the system on UHI's behalf and at UHI's instruction.

Your data will be retained for the following length of time:

Needs assessment records created and stored in UHI Records will be retained for end of student relationship + 7 years (end of student relationship + 12 years for EU projects).

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.