

## Student data retention information

### Introduction

The university will only retain your personal data for as long as it is required by the University to provide its services, or by EU or UK legislation. Data retention periods are specified in Privacy Policies and Policy documents, [Appendix 1](#) has links to the full documents. This is a summary of how long your personal data is retained. Services are listed in alphabetical order. Personal data is also disclosed to third parties with a legitimate interest in an official capacity. [Appendix 2](#) provides more information.

Navigate the document in Word by clicking View in the Ribbon. In the Show section, click the Navigation Pane check box, the Pane opens on the left. Click the relevant heading in the Pane to go to that section.

Under the Data Protection Act you have a right to know what data is held about you and access that data, see [Access to Personal Data](#). If you'd like to make a request for your data, please use the [Subject Access Request form](#).

### Alumni Association and Alumni relations

Data will be retained for 80 years from your year of graduation. Our relationship with alumni is enduring and expected to last a lifetime.

### Applied Data Science (MSc) or Applied Software Development (BSc)

#### Atlassian and Slack systems

Your data in Atlassian or Slack systems (including your user account and work) will be deleted at the end of your time studying on the relevant course. Data you share with other users may still exist in the user accounts of those with whom you have shared data (for example, joint work, comments, and messages). In these circumstances, that data will be deleted along with the user accounts of the recipients at the end of their time studying on the course – likely to be no longer than four years. Your data held elsewhere is covered in the relevant sections of this document.

### Assessments

- Student work – coursework with cover and return sheets and exam scripts: maximum current academic year plus five academic years.
- Taught programme dissertations / research projects (levels 9, 10 and 11): maximum current academic year plus five academic years.
- Level 11 Masters by research dissertations / research projects: indefinitely.
- Level 12 research theses: indefinitely.

**Note:** all undergraduate and post graduate dissertations are retained indefinitely in the University Archive.

### Core Student Record

A core student record will be retained indefinitely. This record contains your student number, name, date of birth, last known address, course code, course name, status, start and end dates.

### Disability Processes

Data and documents relating to the needs assessment process will be retained for end of student relationship + 7 years (end of student relationship + 12 years for EU projects).

### Library services – Library Membership for using Library Resources

Your information will be kept for the duration of your enrolment as a student plus three months. At that point we will delete your account and data. Your data will be processed in line with the university's data protection policy and regulations. We will dispose of all your data at that time. **Please note:** We will not delete your account if you still have library materials on loan or have re-enrolled.

### Mobile phone number

Your mobile phone number will be kept as part of your student record for the following length of time:

- Non-ESF funded students: end of student relationship plus seven years.
- ESF funded students: 31/12/2030 (unless your student relationship finishes within seven years of 2030, in which case it will be held for seven years after your student relationship ends).

You can edit, or remove your mobile phone number using UHI Records, or contact your local Registry team.

Please note that your details may be kept as part of your student record for longer than the time above if you have outstanding items on loan from the University or an Academic Partner (e.g., library), or owe money to the university or your college, and the university or your college is in the process of recovering these items or amounts.

### Nursing and Midwifery Department students

- Clinical Learning Experience (placements) administration: eighty years from completion of study and may be archived in the public interest thereafter.
- Good Health, Good character etc: end of academic year in which the student relationship ends, plus six months.

- NHS Education for Scotland student Indexing: end of academic year in which the student relationship ends, plus six months.
- Occupational Health Service for Nursing Students: any data received by UHI from your occupational health service will be kept for end of academic year in which the student relationship ends, plus six months.
- Progress reports to funding bodies: no longer than six months after submission to relevant funding body.
- Provision of uniform:
  - Department of Nursing and Midwifery: within six months of the end of the financial year in which the uniform is received.
  - Finance department: end of financial year in which the uniform is purchased, plus six years (for financial auditing purposes).
- Reporting of completion to relevant regulatory bodies: End of academic year in which the student relationship ends, plus six months.
- SAAS funding administration: No longer than six months after submission to SAAS.

Your data held elsewhere is covered in the relevant sections of this document.

## Originality checking software

### Ouriginal and Turnitin

Both companies retain personal data for as long as needed to provide services to the university. On courses where Ouriginal or Turnitin are used, to assess the originality of newly-submitted papers the university has chosen to have student assessments archived in their databases.

## Proactive contact and support

Care experienced and estranged students and student carers: FE and HE, your data will be deleted 7 years after you have completed your studies (end of relationship + 7 years).

## Student records (SITS)

- Non-European project funded students: 7 years after end of relationship.
- European Funded students:
  - 2007-2013 Investing in Recovery programme: 31/12/22 (requires review from ESF team before final deletion)
  - Current ESF project: 31/12/30

Technical data is retained for 90 days. This is captured when student or staff perform activities in UHI Records or the SITS client and when people attempt to log into the system.

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### Student Support services

Student support service records such as online counselling will be retained for Current academic year + 6 years. Care experienced student support plans will be retained for End of student relationship + 7 years.

### Virtual Learning Environment (VLE)

Learning content and student interaction data will be retained for the current academic year + 5 years.

### Appendix 1: Privacy notices and policies

#### University and Academic Partners

[Alumni Relations Privacy Notice June 2020](#)

[Applied Data Science \(MSc\) and Applied Software Development \(BSc\) Privacy Notice  
Assessment retention policy](#)

[Contacting FE vulnerable groups at application and enrolment Privacy Notice](#)

[Contacting HE vulnerable groups at application and enrolment Privacy Notice](#)

[Disability Processes Privacy Notice](#)

[HE Enrolment Privacy Notice](#)

[Nursing and Midwifery Students Privacy Notice - Additional Processing](#)

[Original Privacy and Personal Data Protection Policy](#)

[SITS Data Retention Schedule](#)

[Student records - Why we collect data about you](#)

[Text messaging students Privacy Notice](#)

[Turnitin](#)

[Universities and Colleges Admissions Service \(UCAS\) UHI notice](#)

[UHI University Libraries](#)

[Virtual Learning Environment \(VLE\) Privacy Notice](#)

#### External organisations

[Chartered Management Institute \(CMI\) Data Privacy Policy](#)

General Dental Council

- [General Dental Council \(GDC\) Privacy policy](#)
- [General Dental Council \(GDC\) Retention Schedules](#)

[General Optical Council \(GOC\) Privacy Statement](#)

General Teaching Council

- [General Teaching Council for Scotland \(GTCS\) Privacy Notice](#)
- [General Teaching Council for Scotland \(GTCS\) Privacy Notice for Early Careers -  
Student Placement and Teacher Induction](#)

Health and Care Professions Council (HCP)

- [Health & Care Professions Council \(HCPC\) data protection policy and privacy notice](#)
- [Health & Care Professions Council \(HCPC\) document retention policy](#)

[HESA Data protection](#)

[Highlands and Islands Students' Association \(HISA\) Privacy Notice](#)

Nursing and Midwifery Council

- [Nursing and Midwifery Council Privacy notice](#)
- [Nursing and Midwifery Council corporate retention and disposal schedule](#)

[Protecting Vulnerable Groups \(PVG\) scheme](#)

SAAS

- [SAAS Data Protection and Privacy](#)
- [SAAS Student Privacy Statement](#)

### Scottish Funding Council

- [Scottish Funding Council Privacy Notice](#)
- [Scottish Funding Council College student data](#)
- [Scottish Funding Council University student data](#)

### [Scottish Qualifications Authority \(SQA\) Privacy Statement](#)

### Student Loans Company

- [Student Loans Company Personal information charter](#)
- [Student loans and information](#)

### [Universities and Colleges Admissions Service \(UCAS\) Privacy Policy](#)

### Appendix 2: Data shared with third parties

**Note:** information is shared with the following third parties only when relevant.

#### Chartered Management Institute (CMI)

They will use your personal data during your course and for 12 months after it is completed to register you on the relevant CMI qualification and as an affiliate member of CMI, to administer your qualification, and to give you access to learning resources and other support under their contract with your training provider or employer.

#### General Dental Council (GDC)

Registrants and candidates – Applicants: 10 years.

Registrants and candidates – Registrants: 100 years.

#### General Optical Council (GOC)

Contact the Head of Secretariat: [foi@optical.org](mailto:foi@optical.org)

#### General Teaching Council for Scotland (GTCS)

- 12 months from date of receipt of information as information is recorded on the GTCS Teacher's database.
- To record students who have declared criminality: Deleted from spreadsheet once cleared.

#### Health and Care Professions Council (HCPC)

List of persons successfully completing approved qualifications: 10 years.

Registration application file not leading to registration: 20 years.

Registration record: permanent.

#### Higher Education Statistics Agency (HESA)

Contact [data.protection@hesa.ac.uk](mailto:data.protection@hesa.ac.uk) Tel: +44 (0)1242 211135

#### Highlands and Islands Student Association (HISA)

HISA will not hold any personal data for more than 12 months after the end of your final academic year.

#### NHS Education for Scotland

They only keep your information for as long as is necessary to fulfil the purposes for which the personal information is collected. This includes for the purposes of meeting any legal, accounting, or other reporting requirements or obligations. The NHS Scotland retention policy sets out the minimum retention timescales. Contact [foidp@nes.scot.nhs.uk](mailto:foidp@nes.scot.nhs.uk)

### Nursing and Midwifery Council (NMC)

They hold and use your information only for as long as necessary for their business purposes or to meet their legal requirements or in exercising their official authority as a regulator. The length of time for which they keep your information will vary depending on the type of information it is and why they hold it. Data relating to student nurses, midwives, and nursing associates - transferred from higher education institutions is held for 70 years from date of registration.

### Protecting vulnerable groups scheme

Membership of the scheme lasts forever though, and scheme members are continuously checked, unless they decide to [leave the scheme](#).

### Scottish Funding Council (SFC)

Contact Emma Pantel, Information Management and Governance Officer, email: [info@sfc.ac.uk](mailto:info@sfc.ac.uk), tel: 0131 313 6566.

### Scottish Qualifications Authority (SQA)

The SQA keep your information only for as long as they need it to support them in carrying out their functions, legal and/or regulatory responsibilities. This will vary depending on the circumstances. For more information, see the [Record Of Processing Activities](#).

### Student Awards Agency for Scotland (SAAS)

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including satisfying any business, regulatory or legal requirements. Once personal information is no longer needed, it is securely destroyed.

SAAS will review the requirement to retain personal information for these purposes by the end of 2019.

Contact Data Protection Officer, email: [SAAS Data Protection Mailbox@gov.scot](mailto:SAAS_Data_Protection_Mailbox@gov.scot)

### Student Loans Company (SLC)

Information is retained indefinitely.

### UCAS

If you are a full-time Higher Education student (HNC, HND or degree level) and you applied to the university directly your data is shared with UCAS. UCAS keeps your personal data only for as long as is necessary. If they do not have any requirement to retain personal information for business, regulatory, or legal reasons, they will delete it.

### Other

Where relevant, your data may be shared with the following bodies, organizations, or people. For more information, contact [dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@uhi.ac.uk). Inverness students contact [data.controller.ic@uhi.ac.uk](mailto:data.controller.ic@uhi.ac.uk).

### **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.

### **Local Authorities**

For full-time student potential application of council tax discount

### **Aberdeen University**

For post-graduate research students.

### **External examiners**

UHI is sometimes required to use the services of external examiners to examine or moderate student work. Your data may be shared with external examiners for this purpose.

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:

- Student email accounts (Microsoft – Office 365)
- School of Health placements (Quantum IT - In Place)
- Originality checking system (Turnitin LLC for HE and Ouriginal for FE)