

Privacy notice – Withdrawal, suspension or transfer notification

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

This privacy statement relates to the following process:

Higher Education – withdrawal, suspension or transfer notification

Your information will be used for the following purposes:

University personal academic tutors and/or other relevant staff are, following notification from the student themselves, able to complete a form indicating said student wishes to:

- 1 Withdraw permanently from study
- 2 Suspend study for a particular period of time
- 3 Transfer programme, academic partner or mode of attendance

Data collected is an end date of study, reason for ending study, if suspending, a date of intended return and where a student is transferring, details of the new programme / mode of study.

This form will update the university student records system and close / amend records as appropriate. Where applicable, SAAS / SLC will be notified of any appropriate changes.

Our legal reason for using the data is/are:

- Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract

Your data will be retained in the university student records system and in accordance with the student records system retention schedule; a summary of which can be accessed at

<https://www.uhi.ac.uk/en/students/support/student-records/why-we-collect-data-about-you/>

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.