

Privacy Notice – UHI Perth Transitions Referral Service

The Data Controller of the information being collected is: UHI Perth, Crieff Road, Perth PH1 2NX. Phone: 01738 877000.

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 processing:

UHI Perth Transitions Referral Service
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Your information will be used for the following purposes:

Purpose 1: Providing a Transitions Support Service to You	<p>General administration of the transitions service provided to you, including, holding your details in our electronic referral list, setting up appointments and contacting you to provide information about the above, and the transition service in general.</p> <p>At, or before, your initial appointment you can expect the following details to be asked for and recorded.</p> <p>Your personal details: Your name, contact details, postal address, mobile number, student number, academic department, academic level, year of course, PAT, nationality, gender, date of birth. These details will be used for administration of your transition support.</p> <p>During your appointments (including your first) you can expect the following details to be asked for:</p> <p>Information to facilitate the transitions support, including, reasons you contacted The Transitions Service, presenting issues, relevant personal and family background, past/present coping strategies, relevant medical history, GP details, social support and support requirements.</p> <p>This information may or may not be recorded but will allow the Transitions Officer to identify support needs, provide relevant transition support and enable referral to appropriate internal/external support pathways when requested. Any referrals would always be discussed and agreed with you.</p> <p>Basic case notes to summarise what you have talked about in appointments. This will summarise key facts, background information, key issues raised, and points of concern are also noted to help the counsellors to remember what you discussed and to record any risk concerns.</p>
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Purpose 2: Providing support to you by means of a third party.	<p>Should it be identified that your transition requires external support, a referral would be made to an external partner in consultation and agreement with yourself.</p> <p>External partners could include SDS, PAS, CAMHS, Mindspace, CHANGE Mental Health, The Lighthouse, Services for Young People, Navigate, RASAC, Volunteering Matters, The Neuk, Remploy or any other relevant services.</p>
Purpose 3: To Evaluate and Report on Our Services	<p>By using anonymised data for data and statistical analysis.</p> <p>Use of your data is necessary for the performance of a contract we have with you (this being the contract to provide transition support) or take steps, at your request, before entering such a contract.</p> <p>The Transitions service retain anonymous statistical information on the kind of transition support provided. Any statistical reports for departments at UHI Perth or external agencies do not contain student/potential student's details.</p>

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Our legal reasons for using the data are:

To achieve the following purposes: Purpose 1: Providing a transitions support service to you, Purpose 2: Providing support to you by means of a third party, Purpose 3: To evaluate and report on our service

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 university's public task as an educational establishment.

Use of your data is also necessary for the performance of a contract we have with you (this being the contract to provide transition support) or take steps, at your request, before entering such a contract.

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:

Use is necessary for UHI Perth to comply with a legal obligation and undertake processing required by law (Equality Act 2010) which is in the public interest. That processing may include using the data to offer and provide support and assistance as appropriate in line with the Equality Act.

As part of your enrolment or student support journey, you may disclose sensitive personal data. This data will be used for the purposes of supporting and protecting as necessary. Such actions being required under enactment in the public interest under the Post-16 Education Act, Equality Act, Children and Young peoples' Act, General duty of care, Mental Health (Scotland), and employment law.

Use is also necessary to provide a service to you and it is further processed for purposes associated with managing and quality assuring the service. Where possible, your information is anonymised for this purpose.

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

The Transitions Service would be unable to process your application for transitions support. This would mean The Transition Officer would be unable to offer you transitions support.

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

Your data will not be shared with any third parties without your consent.

Staff working for The Transitions Service will not normally pass on personal information about clients (including information on attendance) to anyone outside the Service (including academic staff) subject to the following exceptions:

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- Where the member of staff has the expressed consent of the student/potential student to disclose the information
- Where the member of staff would be liable to civil or criminal court procedure if the information was not disclosed
- Where the member of staff believes the student or a third party is in serious danger or involved in major criminal activity e.g. drug trafficking, money laundering or terrorist activity.

In any of these circumstances the Transitions Officer will normally encourage the student/potential student to pass on information to the relevant person/agency. If there is no indication that this has happened, or is likely to happen, or if the crisis or danger is sufficiently acute, the Transitions Officer may pass on the information directly. Consent to disclose information will be sought from the client, if possible.

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:

n/a

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

n/a

This relevant protection is in place for this international transfer:

n/a

Your data will be retained for the following length of time: The start of the following academic year after being referred. After this time, they are destroyed.

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