

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 [dataprotection.perth@uhi.ac.uk](mailto:dataprotection.perth@uhi.ac.uk).

This privacy statement relates to the following processing:

### HR Records

UHI Perth collects and processes personal data relating to its employees to manage all aspects of the employment relationship. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

#### Your information will be used for the following purposes:

<b>Purpose 1: Employee lifecycle</b>	<p>Employment matters, including:</p> <ul style="list-style-type: none"> <li>• Recruitment (see recruitment privacy notice).</li> <li>• Contract management.</li> <li>• Job changes.</li> <li>• End of contract.</li> </ul>
<b>Purpose 2: Leave and absence management</b>	<ul style="list-style-type: none"> <li>• Leave.</li> <li>• Absence management.</li> <li>• Special leave administration.</li> </ul>
<b>Purpose 3: Training and development</b>	<ul style="list-style-type: none"> <li>• Induction, training and probation administration and record keeping.</li> <li>• Employee development records including professional reviews.</li> </ul>
<b>Purpose 4: Grading and contract management</b>	<ul style="list-style-type: none"> <li>• Role grading and review process.</li> <li>• Contract management including any alterations.</li> <li>• Administration of pay awards and changes to terms and conditions.</li> <li>• Administration of other employee awards, benefits, and salary sacrifice schemes.</li> </ul>
<b>Purpose 5: Protection of Vulnerable Groups Scheme (PVG) and Disclosure checks</b>	<ul style="list-style-type: none"> <li>• Disclosure and PVG checks where required for your employment role.</li> <li>• This may also include reports to PVG and disclosure agencies where required by law, ordinarily Disclosure Scotland.</li> </ul>
<b>Purpose 6: Statutory and internal and external reporting and requests for information. Internal and external audit</b>	<ul style="list-style-type: none"> <li>• Submission of data to HESA and Office for National Statistics and other organisations where required by law.</li> <li>• To support internal management decision making.</li> <li>• Responding to requests under legal obligations such as FOI.</li> <li>• Union facility time monitoring and reporting.</li> <li>• Reporting to national bodies, including <a href="#">Research Excellence Framework (REF)</a>.</li> <li>• Use of data for auditing purposes.</li> </ul>
<b>Purpose 7: Employee Relations</b>	<ul style="list-style-type: none"> <li>• To service grievance, complaints, and disciplinary process and other employee relations casework.</li> </ul>

	<ul style="list-style-type: none"> <li>Such processing is detailed in the relevant policies on the UHI Perth website: <a href="#">About Us - Policies, regulations and guidelines</a>.</li> </ul>
<b>Purpose 8: Pensions</b>	<ul style="list-style-type: none"> <li>Decide your eligibility for a workplace pension and whether you are to be auto enrolled.</li> <li>To enroll you on a workplace pension (auto or voluntary enrollment).</li> <li>To process pension, opt-outs or changes.</li> <li>Provide relevant data to pension providers to assist them with any queries, or instructions they receive from you.</li> <li>Contribute to the determination of your eligibility, and calculation of the benefits, for various provisions in the scheme, as required.</li> <li>Your data will be shared with your pension scheme provider for the purposes above.</li> </ul>
<b>Purpose 9: Referrals to Occupational Health service</b>	<ul style="list-style-type: none"> <li>In some circumstances, it may be necessary or desirable to make referrals to UHI Perth’s contracted occupational health service to carry out relevant health assessments and/or provide advice and support to you and UHI Perth in respect of your health, safety and work environment.</li> <li>More information is available from the HR department.</li> </ul>
<b>Purpose 10: Flexible working requests</b>	<ul style="list-style-type: none"> <li>Administration of Flexible working requests.</li> </ul>
<b>Purpose 11: Equality monitoring and enhancement</b>	<ul style="list-style-type: none"> <li>To encourage, enhance and monitor equality of opportunity and treatment.</li> <li>To create and assess such reports as are required for that function.</li> <li>To take steps to encourage and monitor equality.</li> </ul>
<b>Purpose 12: Payroll</b>	<ul style="list-style-type: none"> <li>Payroll administration, including;</li> <li>Paying you, calculating tax, NI and other statutory adjustments, deductions and administering such payments.</li> <li>Administering and paying monies associated with any salary sacrifice schemes in which you have enrolled (such as childcare vouchers).</li> <li>Administering pensions (See purpose 8: Pensions).</li> </ul>
<b>Purpose 13: TUPE, restructuring and consultations</b>	<ul style="list-style-type: none"> <li>To facilitate the transfer of staff into and from the employment of UHI Perth under the auspices of the Transfer of Undertakings (Protection of Employment) Regulations 2006.</li> <li>Plan and consult on restructuring or employment changes.</li> </ul>
<b>Purpose 14: ICT account and services provisioning</b>	<ul style="list-style-type: none"> <li>Providing you with UHI Perth ICT services and accounts such as library, IT and information services (for example, access to email, virtual learning environment (VLE) and library services). As part of this your name, employee number, and UHI Perth email address will be included on UHI Perth’s email address list which is available to all UHI partnership staff and students, and HISA staff. This allows staff and peers to email you and allows you to contact peers and staff.</li> </ul>

	<ul style="list-style-type: none"> <li>Please be aware that the organisation reserves the right to access files and communications created in UHI Perth systems (including systems provided for UHI Perth work) as set out in UHI’s ICT Acceptable Use Policy which can be found on the UHI Perth website: <a href="#">Policies, regulations and guidelines - ICT Related Policies, Procedures and Guidance</a>.</li> </ul>
<b>Purpose 15: Conflict of interest management (Directors and SLT)</b>	<ul style="list-style-type: none"> <li>Gathering and assessing all relevant information about potential conflicts of interest in respect of your UHI Perth role(s).</li> <li>Publication of the legally required information about any such interests. Pursuant to the Companies Act and Anti-Bribery and Corruption Act.</li> </ul>
<b>Purpose 16: Conflict of interest management (all other UHI Perth staff)</b>	<ul style="list-style-type: none"> <li>Gathering and assessing all relevant information about potential conflicts of interest in respect of your UHI Perth role(s). Pursuant to the Anti-Bribery and Corruption Act.</li> </ul>
<b>Purpose 17: preventing fraud</b>	<ul style="list-style-type: none"> <li>Data will be shared with anti-fraud initiatives, anti-fraud audits or inspections, anti-fraud investigations, fraud prevention measures. This includes data sharing with the <a href="#">National Fraud Initiative</a>, <a href="#">Counter-fraud   Audit Scotland</a> (NFI). This may include the routine sharing of staff remuneration, payroll, and payment information with appropriate bodies administering, and contributing to the national fraud initiative.</li> </ul>

For members of staff who will, or may be, involved in externally funded and match funded research projects:

<b>Purpose 18: Using staff salary costs for calculating grants and costings</b>	<ul style="list-style-type: none"> <li>Salary information is required to produce accurate costings at the pre-contract and contract stages of applications for funding.</li> </ul>
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### Our legal reasons for using the data are:

To achieve the following purposes: Purpose 1: Employee life cycle

### Our legal reasons to use the data are:

- 1) 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 your contract of employment.
- 2) Use is necessary for us to comply with legal obligations such as the Employment Act and HMRC regulations.

**We use special category data to achieve this purpose, that being:  
Race, ethnic origin, religion, sexual orientation and sex life**

### Our special category condition for using this data for this purpose are:

- 1) Use is necessary for compliance with employment law

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- 2) Use is necessary for compliance with social protection law, in this case the Equality Act 2010. We produce reports based on anonymised data to demonstrate, and allow meaningful investigation of, our compliance with the Equality Act 2010.
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**To achieve the following purposes:**

Purpose 2: Leave and absence management

**Our legal reasons to use the data are:**

- 1) 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 your contract of employment.
  - 2) Use is necessary for us to comply with legal obligations such as the Employment Act and HMRC regulations.
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**We use special category data to achieve this purpose, that being:**

**Health**

**Our special category condition for using this data for this purpose are:**

- 1) Use is necessary for compliance with employment law
  - 2) Use is necessary for compliance with social protection law, in this case the Equality Act 2010. We produce reports based on anonymised data to demonstrate, and allow meaningful investigation of, our compliance with the Equality Act 2010.
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**To achieve the following purposes:**

Purpose 3: Training and development

**Our legal reasons to use the data are:**

- 1) 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 your contract of employment.
  - 2) Use is necessary for us to comply with legal obligations such as the Employment Act and HMRC regulations.
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**To achieve the following purposes:**

Purpose 4: Grading and contract management

**Our legal reasons to use the data are:**

- 1) 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 your contract of employment.
  - 2) Use is necessary for us to comply with legal obligations such as the Employment Act and HMRC regulations.
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**To achieve the following purposes:**

Purpose 5: Protection of Vulnerable Groups Scheme (PVG) and Disclosure checks

**Our legal reasons to use the data are:**

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- 1) 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 your contract or employment.
  - 2) Use is necessary for us to comply with legal obligations such as the Protection of Vulnerable Groups (Scotland) Act 2007 and UHI Perth's Duty of Care.
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**We use special category data to achieve this purpose, that being:  
Potentially, personal data relating to criminal convictions and offences, or related security measures.**

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**Our special category condition for using this data for this purpose are:**

- Use is necessary for compliance with employment law and social protection law and statutory purposes in the public interest, in this case the provisions of the Protecting Vulnerable Groups (Scotland) 2007 Act and UHI Perth's Duty of Care.
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**To achieve the following purposes:** Purpose 6: Statutory and internal reporting

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**Our legal reasons to use the data are:**

- 1) Use necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. For the HESA data return the basis in law for this public task is the requirement to provide required information to the SFC.
  - 2) Use is necessary us to comply with legal obligations such as the Employment Rights Act 1996, the Statistics of Trade Act 1947, and the Equality Act 2010.
  - 3) Use is necessary for the exercise of a contract with you, that being your employment contract.
  - 4) Use is necessary for the performance of a public task where the reporting is in direct pursuance of supporting the exercise of UHI Perth's research and teaching aims, where those aims are UHI's public task under the Further and Higher Education (Scotland) Act.
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**We use special category data to achieve this purpose, that being:  
Race, ethnic origin, religion, health, sex life and sexual orientation**

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**Our special category condition for using this data for this purpose are:**

- Use is necessary for compliance with employment law.
  - Use is necessary for compliance with social protection law, in this case the Equality Act 2010. We produce reports based on anonymised data to demonstrate, and allow meaningful investigation of, our compliance with the Equality Act 2010.
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Data returns are sent to the Higher Education Statistics Authority (HESA) and the Office for National Statistics (ONS).

**Further information about the data collected annually for the HESA staff return, and shared with HESA for that purpose, can be found at the following link:**

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

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**To achieve the following purposes:** Purpose 7: Grievances, complaints, and disciplinary processes

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**Our legal reasons to use the data are:**

- 1) Use is necessary for the performance of a contract with you or to take steps, at your request, before entering such a contract. That being your contract of employment.
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- 2) Use is necessary for us to comply with legal obligations under the Employment Act 1996 and UHI Perth's Duty of Care to its staff, students, and other stakeholders. The nature of the matters being processed may fall under different laws and regulations, or lawful bases, in certain circumstances.
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**We use special category data to achieve this purpose, that being:**

**Potentially, personal data relating to your health. You will be informed if this is the case.**

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**Our special category condition for using this data for this purpose are:**

- Use is necessary for compliance with employment law that being UHI Perth's obligations under the Employment Act 1996. The nature of the matters being processed may fall under different laws and regulations, or lawful bases, in certain circumstances.
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**To achieve the following purposes:**

Purpose 8: pensions

**Our legal reasons to use the data are:**

- 3) 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 being your contract of employment and/or your pensions contract.
  - 4) Use is necessary for us to comply with legal obligations including the Pensions Acts 2014 and 2017.
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**We use special category data to achieve this purpose, that being:**

**Potentially, personal data relating to your health. You will be informed if this is the case.**

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**Our special category condition for using this data for this purpose are:**

- Use is necessary for compliance with employment law that being UHI Perth's obligations under the Pensions Acts 2014 and 2017.
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**To achieve the following purposes:**

Purpose 9: Referrals to Occupational Health service

**Our legal reasons to use the data are:**

- Use is necessary for the performance of a contract with you or to take steps, at your request, before entering such a contract. That contract being your contract of employment.
  - Use is necessary us to comply with legal obligations such as the Employment Act 1996, Health and Safety at Work Act 1974, and other associated regulations such as RIDDOR and COSHH etc.
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**We use special category data to achieve this purpose, that being:**

**Health data**

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**Our special category condition for using this data for this purpose are:**

- Use is necessary for compliance with employment law, including the Employment Act 1996, Health and Safety at Work Act 1974, and other associated regulations such as RIDDOR and COSHH etc.
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**To achieve the following purposes:**

Purpose 10: Flexible working requests

**Our legal reasons to use the data are:**

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- 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 your contract of employment.
  - Use is necessary us to comply with legal obligations such as the Employment Act 1996.
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**We use special category data to achieve this purpose, that being:**

**Health data (only where you provide it)**

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**Our special category condition for using this data for this purpose are:**

- Use is necessary for compliance with employment law, such as the Employment Act 1996, or social protection law such as the Equality Act 2010.
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**To achieve the following purposes:**

Purpose 11: Equality monitoring and enhancement

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**Our legal reasons to use the data are:**

- Use is necessary for us to comply with legal obligations such as the Equality Act 2010.
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**We use special category data to achieve this purpose, that being:**

**Only where you provide the data to us; Racial or ethnic origin, Religion and/or beliefs, Health data, sexual orientation.**

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**Our special category condition for using this data for this purpose is:**

Use is necessary for compliance with employment law, social protection law and statutory purposes in the public interest, in this case the Equality Act 2010's obligation for employers to encourage, enhance and monitor equality of opportunity and treatment.

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**To achieve the following purposes:**

Purpose 12: Payroll

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**Our legal reasons to use the data 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. That being your contract of employment and/or your pensions contract. It may be necessary for contracts relating to any salary sacrifice scheme on which you have enrolled.
  - Use is necessary for us to comply with legal obligations regarding the correct payment of staff, correct calculation and payment of tax / NI and other statutory adjustments.
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**To achieve the following purposes:**

Purpose 13: TUPE

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**Our legal reasons to use the data are:**

- Use is necessary for us to comply with legal obligations such as the Transfer of Undertakings (Protection of Employment) Regulations 2006.
  - Use is necessary for the performance of a contract with you. That being your contract of employment and/or your pensions contract.
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**To achieve the following purposes:**

Purpose 14: ICT account and services provisioning

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**Our legal reasons to use the data are:**

- Use is necessary for the performance of a contract with you; that contract being between UHI Perth and its staff to provide educational and employment and other products and/or services and ensuring you can undertake your employment tasks.
  - Use is necessary for the performing a task in the public interest or under official authority vested in us. That being UHI Perth's public task as an educational and research establishment.
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**To achieve the following purposes:**

Purposes 15 and 16: Conflict of interest management

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**Our legal reasons to use the data are:**

- Use is necessary for us to comply with legal obligations such as the Companies Act (for UHI Perth Directors, Board and SLT) and Anti-Bribery and Corruption Act (All staff).
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**To achieve the following purposes:**

Purpose 17: preventing fraud

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**Our legal reasons to use the data are:**

- 1) Use is necessary for us to comply with or legal obligation and public task to contribute to the National Fraud Initiative under the Public Finance and Accountability (Scotland) Act 2000.
  - 2) Use is necessary for carrying out a task in the public interest, that being the detection and prevention of Fraud.
  - 3) Processing for anti-fraud purposes may be conducted under the 'Crime and taxation' (General, and risk assessment) exemptions, and 'Information required to be disclosed by law or in connection with legal proceedings' exemptions in the DPA 2018.
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**If you were to withhold the personal information we require for these processes, the consequences would be:**

You will not be meeting some of your obligations under your employment contract to provide the organisation with data. Certain information, such as contact details, your right to work in the UK and payment details, your PVG Scheme Record Check details, have to be provided to enable us to enter a contract of employment with you. You may also have to provide the organisation with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

If you fail to declare a potential conflict of interest or other interest as required by UHI Perth terms and conditions or the Companies Act or Anti-Bribery and Corruption Act then this may result in UHI Perth taking internal disciplinary action against (staff) or reporting the failure to declare to relevant bodies. If you are a Board member or Director, and not an employee, and you fail to declare an interest correctly then you may be asked to step down and the failure to declare may be reported to relevant bodies.

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

- HMRC.
- UHI Perth HR system provider.
- UHI Perth Payroll system provider.
- Disclosure Scotland – for relevant PVG/Disclosure checks and the provision of relevant data to Disclosure Scotland as required by law.
- Higher Education Statistics Agency (HESA). HESA's 'staff collection notice' for their collection and processing of your personal data is available [here](#).
- Pension administrator for the pension scheme on which you are enrolled: LGPS or SPPA. You will be informed of your scheme provider.
- UHI Perth's contracted occupational health service.
- Office for National Statistics (Quarterly returns).
- Anonymised equality reports are provided to relevant UHI Perth staff for reporting and equality monitoring and enhancement purposes.
- UK Research and Innovation (UKRI), for the purposes of the Research Excellence Framework activity. UKRI REF privacy notice available <https://www.ref.ac.uk/submission-system/privacy-notice/>.
- The providers of salary sacrifice schemes in which you are enrolled.
- If you are a Director, Board member or SLT member then any conflict of interest you declare will be published online in keeping with the requirements of the relevant laws. This may include publication of shareholdings of financial interests you declare. Any failure to declare correctly may be reported to relevant bodies.
- For members of staff who are involved in externally funded and match funded research projects, your salary details will be shared with relevant bodies as required in the administration of the funding application and grant.
- Necessary personal data may be shared with legal and regulatory bodies as required by law, regulation or substantial public interest.
- Organisations or individuals with which the organisation does business or interact, where the disclosure is relevant to that business.
- Organisations administering or contributing to the National Fraud Initiative: [National Fraud Initiative](#), [Counter-fraud | Audit Scotland](#) (NFI). This may include the routine sharing or staff remuneration, payroll, and payment information with appropriate bodies administering, and contributing to the national fraud initiative.

### UHI Academic Partners

- UHI Perth is a part of the UHI Partnership – a group of Colleges and research institutions that deliver FE education and HE education and Research through the University of the Highlands and Islands. The UHI partner organisations work jointly on certain projects and operations and within certain systems. Your data may be shared with, made available to, or processed by UHI Partner Organisations.

**Limited personal data will, or may, be shared with contracted third parties to enable the management of the employee contract. This includes:**

- Microsoft 365
- Virtual learning environment.
- Survey system.
- JISC Online survey

**This process does not involve your data being sent outside of the European Union.**

**Your data will be retained in the UHI Perth HR information system and in accordance with the human resources retention schedule.**

**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).**