

Privacy Notice - Jisc Digital Capability Service

The Data Controller of the information being collected is jointly:

- The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: +44 (0)1463 279000.
- Argyll College UHI, West Bay, Dunoon, Argyll, PA23 7HP. Phone: +44 (0)345 230 9969
- Highland Theological College UHI, High Street, Dingwall, Ross Shire, IV15 9HA. Phone: +44 (0) 1349 780000
- Inverness College UHI, 1 Inverness Campus, Inverness, IV2 5NA. Phone: +44 (0)1463 273000 (Data Protection Officer: data.controller.ic@uhi.ac.uk)
- Lews castle College UHI, Stornoway, Isle of Lewis, HS2 0XR. Phone: +44 (0)1851 770000
- Moray College UHI, Moray Street, Elgin, Moray, IV30 1JJ. Phone: +44 (0)1343 576000
- NAFC Marine Centre UHI, NAFC Marine Centre, Port Arthur, Scalloway, Shetland ZE1 0UN, Phone: +44 (0)1595 772000
- North Highland College UHI, Ormlie Road, Thurso, Caithness, KW14 7EE. Phone: +44 (0)1847 889000
- Orkney College UHI, East Road, Kirkwall, Orkney, KW15 1LX. Phone: +44 (0)1856 569000 (Data Protection Officer: corporateservices@orkney.gov.uk.)
- Perth College UHI, Perth College UHI, Crieff Road, Perth, PH1 2NX. Phone: +44 (0)345 270 1177
- Sabhal Mòr Ostaig UHI, Sleat, Isle of Skye, Scotland, IV44 8RQ. Phone: +44 (0) 1471 888000
- Scottish Association of Marine Science UHI, Oban, Argyll, PA37 1QA. Phone: +44 (0)1631 559000
- Shetland College UHI, Gremista, Lerwick, Shetland, ZE1 0PX. Phone: +44 (0)1595 771000 (Data Protection Officer: dataprotection@shetland.gov.uk)
- West Highland College UHI, Carmichael Way, Fort William, PH33 6FF. Phone: +44 (0)1397 874000

For any queries or concerns about how your personal data is being processed, or to exercise any of your data protection rights, you can contact the relevant Data Protection Officer at dataprotectionofficer@uhi.ac.uk.

This privacy statement relates to the following process:

- Jisc Digital Capability Service

Your information will be used for the following purposes:

The university partnership will receive anonymised reports showing the digital capability scoring bands for the selected question set by department (in the staff data report) or subject discipline (in the student and staff data reports). Only departments or subject discipline areas where five or more users have completed that question set will show in this view.

All data received by the university partnership will be anonymised and will not be attributable to a single individual.

The university partnership will use this data to inform:

- Research about digital practice and to develop a body of knowledge about digital skills

And more specifically

- For Staff: Skills gaps analysis for university partnership staff and as an evidence base for development of specific training programmes and the provision of self-service learning.
- For Students: Curriculum design and provision of supporting materials to help students develop their digital capabilities.

Our legal reasons for using the data are:

- For Staff: Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract:
 - The employer's responsibility to provide personal development and training in relation to your job.
- For Students: Use is necessary for the performing a task in the public interest or under official authority vested in us. To this end we will using the data to:
 - Develop curriculum that meets the needs and requirements of learners
 - Equip students with knowledge about skills development
 - Research to help develop the body of knowledge on digital skills training

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

- A less detailed picture of the digital skills development needs across the partnership and each participating academic partner.

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

- Jisc: <https://www.jisc.ac.uk/website/privacy-notice>

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

- Jisc digital capability service privacy notice: <https://proxy.digitalcapability.jisc.ac.uk/privacy-notice>
- Jisc standard privacy notice: <https://www.jisc.ac.uk/website/privacy-notice>

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.