# Privacy Notice – UHI Perth staff stress survey

The Data Controller of the personal data being processed is:

The parties involved in this process are:

UHI Perth, Crieff Rd, 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](mailto:dataprotectionofficer@uhi.ac.uk)

This privacy statement relates to the following process:

UHI Perth stress survey 2025.

UHI Perth runs this survey to understand and improve the working environment.

You are not required to take part, taking part is entirely voluntary. You will receive no benefit or disbenefit from taking part or not taking part.

Your information will be used for the following purposes:

|  |
| --- |
| Purpose 1: Sending you a link inviting you to take part in the survey. |
| UHI Perth will send you an email to invite you to take part in the survey. This will be sent to your staff email address. UHI Perth will not know if you have taken part in the survey. The email will contain a link to a web survey operated by the HSE and the University of Hull who collect and analyse the survey data (see purpose 2). |
| ANONYMOUS DATA ONLY – Purpose 2: anonymous survey data collection, anonymous data analysis, provision of anonymous outcome report to UHI Perth. |
| UHI Perth considers that none of the survey information collected is personal data for those who have access to it or handle it.  This is because survey results are handled by the Health and Safety Executive and the University of Hull who would have no way of identifying individual respondents from the responses provided.  UHI Perth will only receive an anonymous report and will not have access to the survey results.  For these reasons, no parties will have access to ‘personal data’, as they cannot identify individuals from the material they handle or have access to.  The parties involved in this process are:  UHI Perth; As your employer, who i) endorses the survey, ii) is inviting you to take part (sending you a survey link by email), and iii) receives an anonymous report of survey outcomes  The Health and Safety Executive (HSE) and the University of Hull (UoH)  Who gather the responses and compile an anonymous report for UHI Perth. The HSE and UoH will not allow UHI Perth access to survey responses. The HSE and UoH may re-use data collected in this survey for wider research purposes. You can read more about this in the questionnaire.  UHI Perth considers that – beyond sending you the invitation link - no personal data is processed by the parties (as individuals cannot be identified) and that this processing, therefore, does not fall under the control of the UK GDPR (as this only applies to processing personal data – not anonymous data). |

Our legal reason for using the data is/are:

|  |
| --- |
| Purpose 1: Sending you a link inviting you to take part in the survey. |
| Use is necessary for the performance of the employment contract with you – to understand and improve the working environment. |
| ANONYMOUS DATA ONLY – Purpose 2: anonymous survey data collection, anonymous data analysis, provision of anonymous outcome report to UHI Perth. |
| No personal data is processed for this purpose – all data is anonymous. No lawful basis required for processing anonymous data. The college considers that the use of the anonymous data is reasonable for the purposes of the employment contract with you. |

## Special category (sensitive) data

|  |
| --- |
| Purpose 1: Sending you a link inviting you to take part in the survey. |
| This purpose does not process any special category (sensitive data). |
| ANONYMOUS DATA ONLY – Purpose 2: anonymous survey data collection, anonymous data analysis, provision of anonymous outcome report to UHI Perth. |
| No personal data is processed for this purpose – all data is anonymous. Therefore, no special category (sensitive) data is collected. Data collected (if you chose to provide it) about your health will be anonymous. |

## Sharing data with third parties outwith your organisation

Anonymous data will be collected and analysed by:

The Health and Safety Executive (HSE) and the University of Hull (UoH). Only anonymous data will be collected and analysed – no personal data. The HSE and UoH will provide any anonymous report to UHI Perth. The HSE and UoH may use the anonymous data collected for wider research; more information about this is included in the survey.

## Data retention

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

|  |
| --- |
| Purpose 1: Sending you a link inviting you to take part in the survey. |
| UHI will retain your staff email address for as long as required for your employment and maintenance of its corporate records. You can read more in the UHI Perth privacy notice. |
| ANONYMOUS DATA ONLY – Purpose 2: anonymous survey data collection, anonymous data analysis, provision of anonymous outcome report to UHI Perth. |
| No personal data is processed for this purpose – all data is anonymous. The anonymous data collected and analysed may be held indefinitely.  UHI Perth will hold the anonymised outcome report indefinitely. |

## Rights of data subjects (in respect of personal data processing):

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](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/#why):

* Theright 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.