



Student Advice & Support Team (SAST) – Privacy Notice

Please see our [Current Students Privacy Notice](#) which explains in general how the University handles student data.

This notice is specifically regarding how the University processes disability information about students.

Why we process this information, and our lawful basis

SAST will hold and use the information you provide to arrange the support that you have requested and has been agreed. The University provides this support in order to meet its obligations to you and to comply with its duties under the Equality Act 2010 to provide reasonable adjustments (referred to as provisions at the University) to you. The information will be stored on a secure website hosted by the University of Aberdeen.

The University's lawful bases for processing this personal data are:

- To fulfil the University's contractual relationship with you
- To comply with our legal obligations under equalities legislation
- For the University's statutory powers to provide teaching, promote research and administer the University
- The legitimate interests of the University to provide you with the best student experience
- Your consent for use of optional support services
- To inform any improvements in the delivery of teaching or other services and to ensure adequate resources are in place, however that this will not be used at an individually identifiable level.

How your information is stored and how long it will be kept

A record of the support you require is entered and stored on a database linked to the Student Record System, to which only authorised personnel have access. The nature of your disability is also stored within the student record system for reporting purposes. Access to the system is limited to those who require access for a work purpose, and they are all made aware that information on the system should only be used for this purpose.

You can view the provisions which have been implemented by SAST, and communicated to teaching and support staff, in the personal details section of the StudentHub. Your provisions will remain in place unless we agree changes with you. You can request a provisions review in the StudentHub or by contacting SAST on 01224 273 935 or at student.support@abdn.ac.uk.

We will retain your data for 1 year after your graduation or 5 years after your withdrawal/interruption from studies. After this time, your data will be securely deleted.

Disclosing your information

To ensure this support can be delivered, SAST need to share information about you and the provisions you require both within the University and with external partners and suppliers. This includes those who have a role in providing academic, administrative, and/or support services within the University, e.g., School/Departmental Disability Coordinators, Course Coordinators, Registry staff and Library staff, as well as specialist external staff employed or engaged by SAST, such as those undertaking diagnostic assessments and Disabled Students' Allowance Needs Assessments. We also need to share information with your funding bodies in order to confirm your entitlement to financial support and providers of training and study skills support. We will limit the information shared on each occasion to the minimum necessary for the provision of support required. We will share details of your study related support needs outside SAST where it is required to facilitate these supports.

We do not, however, routinely share the nature of your disability with teaching and support staff in the Academic Schools/Departments unless it is essential for the provision of the required support. If you would like us to share the nature of your disability, please let us know. If you think it would be useful for staff to be aware of particular information about you, you are also encouraged to share this with them directly.

Your rights

You can request access to the information we process about you at any time. You have the right at any time to refuse or withdraw your consent for us to process your data or to refuse or withdraw consent for certain processing activities. You may do this by emailing student.support@abdn.ac.uk. However, please be aware that withdrawing or limiting consent may have an adverse effect on our ability to support you and may mean we cannot provide support to you. In some circumstances we may need to continue to process your data even though you have withdrawn consent. Further information about your rights can be found in the [Current Students privacy notice](#), on the [University website](#) and on the Information Commissioner's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/consent/>

Any questions about data collection can also be directed to the Data Protection Officer at the University of Aberdeen, Telephone: 01224 272 596, e-mail: dpa@abdn.ac.uk

Complaints

If you are dissatisfied with the way your personal information has been handled, you have the right to lodge a complaint with the Information Commissioner. The Information Commissioner's Office can be contacted via their website at www.ico.org.uk/concerns/