

Special Circumstances, Authorised Interruption of Studies, Leave of Absence, Concessions and Coursework Extension requests

Privacy Notice

How we will use information about you

There may be occasions during your time with the University that you are affected by circumstances that are beyond your control, which might have an adverse impact on you in relation to your studies.

If this happens, the University has a number of processes in place to mitigate any negative impact upon your studies, and to enable you to continue with, or for a specified period of time, take leave from your studies.

Should you choose to engage with any of these processes, the University will use information about you to determine the nature of the impact of your circumstances on your studies, and to decide what the most appropriate course of action should be in relation to your studies.

The University does not use automated decision making or profiling in relation to these processes. A human decision maker will always be involved before any decision is reached in relation to you.

This information will be handled and processed confidentially. All staff involved in the handling and processing of sensitive personal data or Special Category data have a duty of confidentiality in relation to the content and processing of this data.

The University of Edinburgh will not share your information with any third parties, unless required to do so by law.

If you write to us in Gaelic, we may be using a third party translator to translate your message into English and our response back into Gaelic.

Ma sgrìobhas sibh litir no post-d thugainn sa Ghàidhlig, tha e comasach gun cleachd sinn eadar-theangair airson do theachdaireachd eadar-theangachadh bhon Ghàidhlig gu Beurla agus freagairt air ais dhan a' Ghàidhlig.

How long the University will hold this information

Information that you supply as part of the Special Circumstances process will be destroyed confidentially 1 year after you have graduated.

Information that you supply as part of an Authorised Interruption of Studies application will be destroyed confidentially 1 year following your graduation, or other permanent departure from the University.

Information that you supply as part of a Concession request will be destroyed confidentially 1 year after you have graduated.

Information you supply as part of a Coursework Extension Request will be destroyed 1 year after you have graduated.

Information that you supply as part of a Leave of Absence request will be destroyed 1 year after you have graduated.

Data Controller and Contact Details

For data collected under this privacy notice, the University of Edinburgh (the “University”) is the Data Controller (as that term is defined in the EU General Data Protection Regulation (Regulation (EU) 2016/679), registered with the Information Commissioner’s Office, Registration Number Z6426984.

You can contact our Data Protection Officer at dpo@ed.ac.uk. Our data protection policy is on our website at <http://www.ed.ac.uk/records-management/data-protection/data-protection-policy>

Legal Basis for Processing

Performance of Contract

Secondary Legal Basis (Special Category Data)

The University of Edinburgh recognises that you may be adversely affected in ways which mean that we have to process ‘Special Category’ data about you, as defined by the General Data Protection Regulation. When processing Special Category Data that you have supplied to us as part of an application or submission, the University must have a legal basis for processing this data. The legal bases under which the University processes Special Category data in relation to these mechanisms are available here –

<https://www.ed.ac.uk/files/atoms/files/specialcategorylegalbasis.pdf.pdf>

The University of Edinburgh’s Privacy Notice is available through the following link - [edin.ac/privacy](http://www.ed.ac.uk/privacy)