

## Appeals

### Privacy Notice

#### How we will use the information about you

The University will use the information in your appeal to determine whether or not you have established grounds for appeal, in line with the the University of Edinburgh's Student Appeal Regulations. Relevant Appeal regulations are found here:

<https://registryservices.ed.ac.uk/academic-services/students/appeals>

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. This includes including the Office of Student Conduct, Complaints and Appeals, Registry services and all staff in Schools, Colleges or relevant departments who are made aware of or involved in appeal submissions.

The University does not use automated decision making or profiling in relation to appeals. A human decision maker will always be involved before any decision is reached in relation to you. The Office of Student Conduct, Complaints and Appeals staff involved in handling appeals and the Appeal Committee members can access data held elsewhere in the University, if deemed relevant to the processing of the appeal. This may include information held by any other University areas, departments, service groups, Schools or Colleges.

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 about you that has been supplied as part of the appeal process will be used to determine whether or not you have established grounds for appeal. Information regarding your appeal will be kept for five years, and destroyed confidentially after this. In some circumstances the University may retain information longer where a case may be relevant to an ongoing relationship between an individual and the University.

#### 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](mailto:dpo@ed.ac.uk). Our data protection policy is on our website at: <https://data-protection.ed.ac.uk/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 processes '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](https://www.edin.ac.uk/privacy)