

Code of Student Conduct

Privacy Notice

How we will use information about you

The University will use information about students in examining, investigating and making decisions regarding alleged breaches of the University's Code of Student Conduct. Under the Universities (Scotland) Act, the University has a task in the public interest to oversee the discipline of the University. In the course of this, information about students can be considered by Conduct Investigators, Student Discipline Officers, the Secretary to the Student Discipline Committee, staff and student members of the Student Discipline Committee, and other staff directly involved in the process of handling student discipline cases. Any and all information processed in relation to investigations under the Code of Student Conduct will be treated confidentially, in line with the University of Edinburgh's Data Protection Policy.

Information used and processed in this capacity will be used to determine whether or not an individual has breached the Code of Student Conduct –

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

This information will be stored securely, and will be shared with members of University staff involved in the processes and imposition of University discipline. 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 does not use automated decision making or profiling in relation to Conduct investigations. A human decision maker will always be involved before any decision is reached in relation to you.

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 students in relation to proceedings under the Code of Student Conduct will normally be retained for 5 years, and subsequently destroyed. In some circumstances, the University may retain information longer where a case might be relevant to an ongoing relationship between the 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. 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

The University's legal basis for processing personal data for this purpose is a task in the public interest, exercising official authority laid down by law under section 7(1) of the Universities (Scotland) Act 1889 as amended by the Universities (Scotland) Act 1966.

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](https://www.ed.ac.uk/privacy)