

# **STUDENT PRIVACY NOTICE**

## **(PROCESSING YOUR PERSONAL DATA)**

Please read this information before you enrol

**This privacy notice establishes the University's procedures governing the collection and release of student information and is provided to students at the application and enrolment stages.**

### **General**

The University needs to collect, process and use personal data (information) for a variety of purposes about those who express an interest in becoming a student of the University (prior to application and enrolment stage), those who become enrolled students of the University

## **Changes to this privacy notice**

It is important that you check this privacy notice for updates. It is likely that this notice will undergo further revision ahead of the introduction of the GDPR. If we make changes that we consider to be important, we will let you know by contacting you using the contact details you have provided to us.

## **The types of personal information we collect**

The University collects and processes information relating to its students, including images, personal details, family and social circumstances, education and training records and financial details for various academic, administrative and health and safety reasons. The University may collect, hold and process what may be considered 'sensitive personal data' as described under the DPA and 'special category personal data' as described under the GDPR.

Sensitive and special category personal data is generally defined as information related to racial or ethnic origin, political opinions, religious or other beliefs, physical or mental health, other medical information including biometric and genetic data. In some instances, the University will also collect and process criminal offence data relating to criminal allegations, proceedings, convictions or related security measures.

Not all of the personal information the University holds about you will come directly from you. It may, for example, come from other organisations to which you belong or professional service providers. We also collect personal information from third parties such as collaborative partner organisations, service providers offering services provided by the University, for example student recruitment representatives, Student Finance England and UCAS.

## **Where we store and process personal information**

The University is a global institution and in certain circumstances the University may transfer student personal information to third parties located in countries outside of the European Economic Area. Any such transfers will be strictly in relation to the delivery of the University's core services. For example, transfers of student educational information to collaborative partner institutions abroad, IT services used by the University may involve the transfer or hosting of student personal data overseas or personal information may be shared with international agents that the University uses for the delivery of services to overseas students. All instances of overseas transfers of personal data are subject to appropriate and adequate safeguards and contractual provisions incorporating appropriate assurances to ensure the security of the information and compliance with legislative and regulatory requirements.

The European Commission decisions on the adequacy of the protection of personal data in third countries are published here: [ec.europa.eu/justice/data-protection/international-transfers/adequacy/index\\_en](https://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en).

## **How we secure personal information**

The University takes data security seriously and uses appropriate technologies and

## Records Retention and Disposal P



(for example, collecting or disclosing information in order to meet regulatory or statutory

Table A below sets out the separate categories of personal information that the University may hold on you, what its purpose is, where the information is located, the method of data processing used, who we share your personal data with and the legal basis for processing that information.

**TABLE A**

<b>No.</b>	<b>Type of information held and purpose</b>	<b>Method of data Processing</b>	<b>Location of data</b>	<b>Data Format</b>	<b>University and/or External Needs</b>	<b>Legal Basis for Processing (Article 6)</b>
1.	<b>Personal Details</b>					

	<p>Personal details as in 1 above, previous educational establishment, referees and references, correspondence, decision</p>					
4.	<p><b>Course registration for Award.</b> Qualification aim, join and end dates, timetables, academic years, registered modules, registers, award/s achieved.</p>	<p>Manual and electronic</p>	<p>Student data management, Research Graduate School (research students), Academic Support Services, Student Services.</p>	<p>Enrolment form, personal file, student record database, course, exam board, results lists.</p>		

	employment records, external reports and records.					
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8. **Pursuit of social and sporting activities** e.g. relating to use of the University's sports facilities.

Membership of clubs, societies and groups for processing, benefits and participation records. Personal details as

11.	<b>Granting of awards.</b> Certificate printing for issue to successful students. Name of student and Award gained, issue/collection of certificate.	Manual	Student Data Management	Certificate; certificate issue lists	University	Article 6(1)(b) or (1)(e) or (1)(f)
12.	<b>Processing and recovery of accounts and fees.</b> Course Fees for invoicing. Fees for academic year, sponsor/SFE/student, Amounts paid, date invoiced.	Manual and electronic	Student Data Management, Finance, Research Graduate School (research students)	Enrolment form; invoices; credit and debit lists; student database record; student fees file	University and External	Article 6(1)(b) or (1)(e) or (1)(f)
13.	<b>Awards Ceremonies</b> for invitation of finalist students. Invitations, payments received, photography. And for successful students – tickets, gown hire, attendance, Name and Award gained in brochure, seat label, payments record	Manual and electronic	Student Data Management, Finance	Tickets, awards ceremony database, attendance lists	University and External	Article 6(1)(b) or (1)(f)
14.	<b>Research and statistical analysis.</b> Surveys and questionnaires for monitoring and evaluation of provision, research and analysis. If not anonymous – Personal details as in 1 above, course details as in 3 above, opinions, comments, usage of service	Manual and electronic	Student Data Management, Standards & Enhancement Office, Academic Support Services, Student Services, Central Services	Personal record in relevant file	University	Article 6(1)(b) or (1)(e) or (1)(f)

15. **Production of statistical returns required for**



19.	<p><b>Consideration and granting of prizes, scholarships and bursaries:</b> of discretionary funding available to students; and of other such awards.</p> <p>Name, address, ID No., Course details, status, information supplied on application, record of bursaries and scholarships allocated and decisions made, correspondence, payments made.</p>	Manual and electronic	Student Services; Student Data Management; Academic Support Services; Finance	Personal record in student file	University and External	Article 6 (1)(b) or (1)(e) or (1)(f)
20.	<p><b>Health and safety of individuals and their property</b> and the protection of University assets, including the use of CCTV.</p> <p>Health &amp; Safety for first-aid assistance, emergency evacuation, hazard risk assessment, accident monitoring. Personal details as in 1 above. plus medical records, accident/hazard reports, consent records, first-aid action</p>	Manual and electronic	Human Resources; First Aiders; Academic Support Services; Student Services; Specialist Services & Safety Manager; Facilities	Personal record in relevant file; occurrences reports	University	Article 6 (1)(b) or (1)(c) or (1)(d) or (1)(f)
21.	<p><b>Operation of a lecture capture facility</b> relating to the recording of educational activities e.g. lectures held at and by the University.</p>	Electronic	Student Experience; Student Services; Recruitment and Admissions; Academic Support Services.	Video archive	University	Article 6 (1)(b) or (1)(e) or (1)(f)
22.	<p><b>Automated individual decision making with regard to assessment of fees status and suitability for further financial assistance</b> to be provided to students such as bursaries.</p> <p>Access to Learning Fund for processing application. Name, address, ID No., Course details, status, information supplied on application, record of funds allocated and decisions made, correspondence, payments made.</p>	Manual and electronic	Student Services; Finance; Student Data Management; Academic Support Services	Personal record in student file	University and External	Article 22(2)(a)
23.	To the Higher Education Statistics Agency, HEFCE, Office for Students government departments and other	Manual and electronic	Student Data Management; Tribal Student record system provider; Academic Support	HESA return Student database;	University and External	Article 6(1)(b) or 6(1)(c) or (1)(e) or (1)(f)



	Personal details as in 1 above, fees/charges, expenses claims.			society membership records.		
26.	<p><b>Police or other regulatory body</b> where pursuant to the detection, investigation or disclosure of a potential crime.</p> <p><b>Information to 3<sup>rd</sup> Parties</b> for compliance with statutory and other Regulations applicable to the University. Personal details as in 1 above, course details as in 3 above, correspondence and notes of requests, reports and information supplied.</p>	Manual and electronic	Student Services; Student Recruitment and Admissions; Academic Support Services; Central Services	Personal record in relevant file(s)	University and External	Article 6 1(c) or (1)(f)
27.	<p><b>Close family and emergency services</b> where there is an emergency situation e.g. illness, serious injury or bereavement.</p>	Manual and electronic	Student Services; Academic Support Services; Central Services	Personal record in relevant file(s)	University and External	Article 6 (1)(d) or (1)(f)
28.	<p><b>External examiners for the purposes of assessment.</b></p> <p>Academic Marks, Results and Progress for assessments and Exam Board Results, Published Results lists. Annual progress, Exam Board outcomes, credits achieved.</p>	Manual and electronic	Academic Support Services; Student Data Management; Research Graduate School (research students)	Personal file; student record database; exam board records	University and External	Article 6 (1)(b) or 6(1)(e) or (1)(f)
29.	<p><b>Governmental and regulatory bodies for the purpose of gathering census or other information</b> including the assessment of fees, including electoral registration officers.</p> <p>Information to 3<sup>rd</sup> Parties for compliance with statutory and other Regulations applicable to the University. Personal details as in 1 above, course details as in 3 above, correspondence and notes of requests, reports, and information supplied.</p>	Manual and electronic	Student Services; Student Recruitment and Admissions; Academic Support Services; Central Services	Personal record in relevant files	University and External	Article 6(1)(b) or (1)(c) or (1)(e) or (1)(f)

30. **Home Office and other international and national governmental and regulatory bodies** in connection with the assessment of student status.

Information to 3<sup>rd</sup> Parties for compliance with statutory and other regulations applicable to the University. Personal details as in 1 above, course details as in 3 above, correspondence and notes of requests, reports, and information supplied.

dental students, IMechE for mechanical engineering students.

Information to 3<sup>rd</sup>

39.	<b>Sponsors</b> , including the UK research councils, the Student Finance England and sponsors located overseas.	Manual and electronic	Student Services; Academic Support Services; Student Data Management; Research Graduate School (research students); Finance	Student records database; personal record in relevant file(s)	University and External	Article 6 (1)(b) or (1)(e) or (1)(f)
40.	<b>External bodies</b> and individuals who have funded student prizes and awards.	Manual and electronic	Student Services; Academic Support Services; Student Data Management;	Student records database; personal record in relevant file(s)	University and External	Article 6 (1)(b) or (1)(e) or (1)(f)
41.	<b>Official letters as requested by the student.</b> Name, ID Number, Course, Academic Year/s status. Additional information as requested by student. Request form.	Manual and electronic	Student Services; Academic Support Services; Research & graduate school (research students)	Personal record	University	Article 6 (1)(e) or (1)(f)



**Article 6 (1)(d)** for the purpose of protecting the vital interest of yourself or another – sometimes in extreme circumstances the University will have to release information to protect your interests or the interests of others e.g. in medical emergencies.

**Article 6 (1)(e)** processing necessary for the performance of a task carried in the public interest – the University is an educational establishment and in particular its educational activity is conducted in a public interest (including your interest and the interest of others).

**Article 6 (1)(f)** processing is necessary for the purposes of the legitimate interest of the University or a third party subject to overridden interests of the data subject – the University (and sometimes third parties) has a broad legitimate interest in activities that connect to the activities and education of students. Subject to those interests not being overridden by the interests of fundamental rights and freedoms of students, it will pursue those interests. A good example of this legitimate interest would be its Alumni activities. Where Article 6(1)(f) is used the “legitimate interest” is generally the interest of the University (or third party) in providing or supporting the provision of higher education to its students.

**Article 22(2)(a)** automated decision making necessary for performance of a contract – the University will sometimes automate decisions relating to its services it is providing to you.

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