

## STUDENT DATA PROTECTION NOTICE

The Data Protection Act 1998 ("the Act") regulates how information about individuals (personal data) may be collected, held, stored and disclosed. The University must retain certain personal data about its students to fulfil its purpose and to meet its legal obligations to funding bodies and the government and as an educational institution.

This document sets out the information (personal data) that the University will collect and process about you whilst you are a student of the University and after you have left the University and sets out where the University will share such personal data with third parties. By accepting an Offer you are consenting to the University processing your data including sensitive personal data, for the purposes and in the manner set out in this document.

The purposes for which the University may process your personal data (including sensitive personal data) include:

1. The administration of your studies, including administration of examinations, the issue of results and certificates, recording of academic and other relevant University achievements, and (where applicable) the provision of information to your employer or other sponsor/corporate sponsor about your attendance and performance on a Course. We retain a permanent record of all awards of the University.
2. The provision of and management of University services and facilities (which may involve the University disclosing your personal data to the Students' Union, student accommodation providers, student health service providers and other third parties, such as our appointed service providers from time to time);
3. The administration of the financial aspects of your registration as a student (eg payment of fees, debt collection).
4. The administration of your smart card (student ID card).
5. To monitor equal opportunities policies.
6. The administration of pastoral and welfare advice and guidance.
7. The recording of lectures and presentations for later access as part of the University's learning resource.
8. To provide management statistics through research using student data which may be used by the University to enhance the student experience.
9. For security, safety and disciplinary purposes (through the use of CCTV and information to support the University's Student Code of Behaviour).
10. To enable our continued contact with you after you complete your studies (eg surveys of graduate work destinations, Alumni activities).
11. Photographs of classroom situations or general activity in common areas of the University as part of general marketing materials for example in the University's annual report, prospectus or course materials. Personal data alongside photographs will only be used with explicit consent.

Under the Data Protection Act an individual can request that such processing should not occur. In practice this would mean that the individual could not continue as a student of the University, as the University would be unable to carry out its educational purposes.

## **Sensitive Personal Data**

Some of the information the University holds about you is classified as sensitive personal data. This information includes: your physical or mental health or condition, your racial/ethnic origin, the commission or alleged commission of any offence by you and any proceedings for an offence committed or alleged to have been committed by you (including the outcome or sentence in such proceedings). This information is collected to meet government requirements, to monitor our equal opportunities policies and to ensure that disabled students and other under-represented groups receive appropriate support.

The general principle at the University is that student data should be shared amongst staff at the University to be used for the purpose of carrying out their normal duties. However, sensitive personal data is carefully controlled to ensure such data is passed to staff members on a need to know basis.

## **Disclosing your Personal Data to third parties**

The University is required to collect and process certain information about you to certain external agencies. These bodies include without limitation: the Higher Education Funding Council for England (HEFCE), the Higher Education Statistics Agency (HESA), Student Loan Company (SLC), the United Kingdom Visas & Immigration Authority (UKVI), grant awarding bodies, course relevant professional standards and registration bodies, government agencies (eg Benefits Agency), Police and the emergency services for legitimate purposes. The University may also be asked by HEFCE to provide student data collected by the University to other bodies acting on their behalf such as National Student Surveys.

Where regular progress reports are required by your funding agency/organisation or where your sponsor/employer has asked for a progress report, the University will normally provide this information.

Once you have completed your studies at the University, certain information, such as your academic award and dates of attendance, are considered as public information (but not where you have failed an award). Names of successful students will be published in the University's graduation brochure. This information will be released to third party enquirers (eg prospective employers). The University or your nominated referee will release certain information about you in provision of a personal or academic reference for the purpose of employment or further study.

In some circumstances, it may be necessary for the University to transfer your personal data to a country outside the European Economic Area (for example, if you undertake a Course in such a country, or that is your country of origin). Such a transfer will only be made for the purpose of your studies. However, you should be aware that countries outside the European Economic Area may not offer data protection law equivalent to that applicable in the United Kingdom.

## **Access to Personal Data**

The Data Protection Act provides individuals with a right of access to their personal data (subject to a number of exemptions). If you wish to exercise your right to access your own personal data please email [lse.dpenquiries@ntu.ac.uk](mailto:lse.dpenquiries@ntu.ac.uk) for further information.