

### **Introduction and scope:**

Under the Data Protection Act (1998) Edge Hill University are the Data Controllers of the information that students provide. The University ensures that all data is managed in line with the 'Eight Data Principles' of the Data Protection Act (1998) and processes the information provided for education and training administration, ancillary and support services as well as for statistical analysis.

The University has notification under the Act to collect relevant personal information about its students including data about admissions, background, academic programme, progress and graduation together with information about accommodation and Equal Opportunities monitoring. Information is collected via the student enrolment form and data supplied to the University through the relevant admissions processes. The information collected is to maintain student records and to support the administration of the University and will be shared with Faculties and Departments only as required to support the operational needs of the Institution. The data collected relates to all students registered with the University and to those registered as University students but taught at another Institution as part of a Collaborative arrangement.

### **Information:**

Information will be disclosed to 'The Higher Education Funding Council for England' (HEFCE) and its agencies such as Higher Education Statistics Agency (HESA) as part of statistical returns and primarily for statistical analysis. This use may result in the publication and release of data to other approved users, which may include academic researchers and commercial bodies.

Records are made up of mainly coded information, or parts of it, will be passed to those of the following bodies that require it as part of a statistical return, to carry out their statutory functions in relation to the funding of education:

Department for Children Schools and Families (DCSF)  
National Assembly for Wales (NAW)  
Scottish Executive (SE)  
Department for Employment and Learning, Northern Ireland (DEL(NI))  
Higher Education Funding Council for England (HEFCE)  
Higher Education Funding Council for Wales (HEFCW)  
Scottish Higher Education Funding Council (SHEFC)  
Teacher Training Agency (TTA)  
Department of Health (DH)  
Research Councils (RCs)

Your record will not be used by HESA or any of the above bodies in a way that can identify you or affect you individually. Your contact details will not be made available to HESA.

## **Enrolment Form**

You are being asked to complete your University Enrolment Form and your details will be inputted into and stored securely on the Student Records Database. You do not have to complete the Equal Opportunities box however if you do you are agreeing to the data being returned to the HESA as part of a statutory statistical return.

Finally, please ensure that you read the Declaration carefully before you sign. In this section you are confirming that you will be liable for any tuition fees (unless the Local Authority/SLC are paying the fees on your behalf), that you agree to abide by all University policies, procedures and regulations, that you understand the purposes that the information you are providing will be used for and it is correct to the best of your knowledge. Students who wish their names to be **excluded from publication** e.g. on Graduation or Alumni lists should mark the appropriate box on the Enrolment Form.

## **Funding and Sponsors**

Information on registration and progression will be passed to the Student Loan Company (SLC) and your Local Authority (LA) for funding purposes. If you are sponsored, attendance and results will be passed to your sponsor.

## **National Student Survey**

HEFCE carry out a statutory National Student Survey and they or a nominated agency may contact you to participate and this information will be used only for that purpose. When you qualify, further data about you will be collected and information on how this will be used will be provided at that time.

## **Visual Image**

A digital photograph will be taken, stored on your student record and printed on your UNICARD for ID purposes, on class lists and used for identification purposes normally as part of a disciplinary investigation, in addition it may be issued to the Police.

## **Disclosure of Information**

The University may disclose information regarding your status as a student to the Department for Work and Pensions (regarding applications for benefit or as part of a criminal investigation), the Police, the Border and Immigration Service and if necessary Edge Hill University's external debt collector.

## **Help and Advice:**

To request to see the data held on you by the University please write to the Data Protection Officer, IT Services. There is a small fee made for this information. If you have concerns or objections regarding the use or publication of your data please write to the Academic Registrar. The Data Protection Policy is available on: [www.edgehill.ac.uk/EdgeHillUni/Policies/CurrentStudents/index.htm](http://www.edgehill.ac.uk/EdgeHillUni/Policies/CurrentStudents/index.htm)

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You have the right to see a copy of the data held by HESA or if you have any concerns or objections to the use of data please contact: HESA at [www.hesa.ac.uk](http://www.hesa.ac.uk), or by writing to HESA, 95 Promenade, Cheltenham, GL50 1HZ.