

# Student Data Collection Notice 2018/19

## 1 Introduction

The University needs to collect and process personal data in order to meet statutory requirements, function effectively as an educational institution and provide students with the support they require while undertaking their studies.

This notice explains how the University collects, uses and shares personal data relating to current and former students ('you'/'your') and your rights in relation to the processing of your personal data.

## 2 The law

The information we collect is '*personal data*' and there are laws which cover how we collect, hold, store and disclose your personal data. The relevant law is contained in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This Data Collection Notice has been developed to be compliant with the obligations set out in these laws. The University will ensure that all types of personal data held about you is managed and processed in accordance with prevailing data protection law.

## 3 Personal Data

Information we collect and process which is *personal data* includes the following: □  
your unique University student number and other examples of unique system IDs (e.g. UCAS personal ID)

- contact information (including name, term-time and home addresses, date of birth, phone number(s) and email addresses)
- identification photographs
- information provided as part of your application to study at the University, or created during the application process (e.g. interview scores and notes)
- financial information
- attendance information
- visa and immigration information (including visa and passport details)
- academic marks and progress
- information provided in relation to extenuating circumstances, appeals and complaints
- references
- disciplinary information
- caring responsibilities
- other legitimate personal data relating to academic and pastoral support

## 4 Sensitive Personal Data

We may also collect, or you may choose to provide us with, the following special categories of more sensitive personal data:

- race or ethnicity, religious beliefs, sex life or sexual orientation and political opinions
- health, including any disability or medical condition, and dietary requirements
- criminal convictions or offences

We collect this kind of information to meet government requirements and to carry out monitoring of how well we are meeting the needs of students including equal opportunities. We also use it to ensure we give appropriate support to students with disabilities and students from other groups which are under-represented in our University.

These types of personal data require us to take additional steps to ensure their security and confidentiality. Information about how we do this is provided on our [here](#).

## 5 Enrolment – important legal information

We will collect information from you at enrolment either through an online process or by completion of a hard copy enrolment form and through relevant admissions processes.

The information collected is to maintain student records and to support the administration of the University. We will share information with Faculties and Departments only as required to support the operational needs of the University.

The data collected relates to all students registered with the University, including those registered as University students but taught at another institution or organisation as part of a collaborative arrangement or an exchange programme.

**During your online enrolment<sup>1</sup> we will ask you to confirm acceptance of your contract with the University and to read and accept this Data Collection Notice.**

**By entering into a contract with the University you are agreeing:**

- to your details being entered into and stored securely on the University Student Records Database;
- to confirm that you will be liable for any tuition fees;

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<sup>1</sup> Students may complete a paper enrolment form

- to comply with all University Regulations, Rules, Codes, Conditions, Policies and Procedures;
- to share your name, course of study, contact details and any other legitimate relevant information with the agencies referred to in this Data Collection Notice;
- that you understand the purposes for which the information you provide is being used; and
- that to the best of your knowledge the information is correct.

A digital photograph of you is taken<sup>2</sup> at enrolment, stored on your student record and printed on your UNICARD for identification purposes. This photograph may also be used on class lists and examination registers. In addition it may be shared with the police in certain circumstances.

We will ask you to provide information which we use for equal opportunities monitoring. You **do not have to comply** with this request but if you do you are agreeing to the University returning the data to the Higher Education Statistics Agency (HESA) as part of a statutory statistical return.

## 6 Using your data within the University

We will process your personal data, including sensitive personal data, for a range of purposes including:

- the creation and maintenance of a student record;
- general administration relating to teaching, assessment, student recruitment, careers service support, health and safety, marketing or for ensuring the quality of what we do;
- the collection and analysis of statistics which help us to know what we are doing well and where we need to improve or provide additional support for students; and
- investigation of matters relating to our rules and regulations for example cheating in assessments, student discipline or complaints.

### 6.1 Students with disabilities

If you provide information concerning a disability we will share this with appropriate University employees to ensure that suitable arrangements can be made for you. Sharing of personal data in such circumstances will be kept to a minimum. If you would not like us to share this information, or would like to limit the amount of information we share, please notify the Inclusion Team:

Inclusion Team  
 Student Information Centre  
 Email: [inclusionteam@edgehill.ac.uk](mailto:inclusionteam@edgehill.ac.uk)

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<sup>2</sup> Students may also upload a photograph online

## 6.2 University Publications

If you do not want your name to be included in University publications e.g. on Graduation or on Alumni lists, you can ask for your name to be excluded. You should make a request in writing to the [Data Management and User Support Team](#).

## 7 Sharing data outside the University

The University is required to collect and process certain information about you to external agencies.

### 7.1 Government Agencies

Records made up of mainly coded information, or parts of it, will be passed to Government Agencies as part of a statistical return needed to enable them to carry out their legal obligations in relation to the funding and/or quality assurance of education. The Government Agencies include<sup>3</sup>:

- Department for Education
- Department for Business, Energy and Industrial Strategy
- Welsh Government
- Scottish Government
- Department for the Economy
- Office for Students and their designated bodies
- Higher Education Funding Council for Wales
- Scottish Further and Higher Education Funding Council
- UK Research and Innovation
- Education and Skills Funding Agency
- Teaching Regulation Agency
- National Health Service bodies and organisations working with them e.g. Health Education England
- General Medical Council

### 7.2 Audit Issues

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<sup>3</sup> Accurate as at July 2018

The University or Government, or their respective agents, will check the accuracy of personal information provided by students against external data sources. For example, the University will test whether a student has been reported on earlier HESA or individualised learning record (ILR) returns of other Institutions and may contact those other Institutions for confirmation of any qualifications obtained. Your record will not be used by HESA or any of the above bodies in a way which will enable you to be identified or in a way which will affect you individually. Your contact details will not be made available to HESA.

### **7.3 Funding and Sponsors**

Information about registration and progression will, depending on your course, be passed to organisations including:

- the Student Loan Company/Student Finance; and/or
- NHS Business Services Authority.

We pass on this information for funding purposes and, if appropriate, to assess eligibility for EHU Bursaries and Scholarships.

If you receive sponsorship for your University education, attendance and results may be passed to your sponsor.

### **7.4 Debt recovery**

We will pass information to the University's external debt collector but only sufficient information to enable the University to take action against students who have not paid their fees.

### **7.5 National Student Survey (NSS) and Graduate Outcomes Survey**

Each year the OfS carries out the National Student Survey (NSS) which asks the views of final year undergraduate students. The OfS, or a nominated agency, may contact you to participate in the NSS and this information will be used only for that purpose. Further details are available from [www.thestudentsurvey.com/](http://www.thestudentsurvey.com/).

When you graduate, further data about you will be collected by HESA. This data is for a survey relating to what graduates do after leaving University. This is called the Graduate Outcomes Survey. You may also be contacted by HESA, or a nominated agency, to take part in a longitudinal survey.

### **7.6 Graduate Prospects**

The registration data you provide to us is held in computer and other filing systems and is shared with:

- the University Careers Centre; □ Graduate Prospects; and
- other accredited organisations.

When storing or sharing your data we will act in accordance with the provisions of the Data Protection Act 2018.

### **7.7 Plagiarism Software**

When you submit your assessed work it may be submitted to a Plagiarism Detection software database.

### **7.8 SMS Text Messaging including Emergency Situations**

The University may contact you by text message via an external provider. We may use text messaging to contact you in a range of circumstances including:

- cancellations or changes to the teaching timetable;
- cancellation or changes to the arrangements for placements; □ advising or reminding you of an appointment or deadline; or
- in emergency situations.

### **7.9 Edge Hill Students' Union**

When you join a course, you will automatically become a member of Edge Hill Students' Union (EHSU). We do this to help the EHSU in managing its membership and to help it provide appropriate services to our students. The EHSU manages data in accordance with the DPA and other information security legislation.

You can opt out of membership by contacting the EHSU President:

Email: [supresident@edgehill.ac.uk](mailto:supresident@edgehill.ac.uk)

Tel: 01695 657301

### **7.10 Disclosure and Barring Service (DBS)**

The law requires the University to undertake a Disclosure and Barring (DBS) check on students who are involved in '*regulated activities*'. These include working with children or vulnerable adults. During the Disclosure and Barring process, the University may transfer your personal information to the Disclosure and Barring Service to allow routine vetting to take place. Under the Safeguarding Vulnerable Groups Act 2006 the University may also share information, this however will be kept

to a minimum and where this includes sensitive personal data, the University will ask for your consent.

### **7.11 Study Abroad and Exchange Students**

We may need to share personal data with another University or educational institution if your course of study:

- involves an exchange programme;
- is run in collaboration with another institution or organisation; or  involves work experience or similar provision.

Sharing of personal data in such circumstances is kept to a minimum. If your data includes sensitive personal data, we will ask you for your consent before we release it.

### **7.12 Placement Students**

If your course of study involves a placement element we will need to share your personal data with placement providers in order to allow arrangements to be made for your placement. Sharing of data in such circumstances is kept to a minimum. If your data includes sensitive personal data, we will ask you for your consent before we release it.

### **7.13 Edge Hill Sport**

You will be automatically registered with Edge Hill Sport Ltd at enrolment. If you wish to opt out of automatic registration, please contact the [Head of Sports Services](#) at Edge Hill Sport.

### **7.14 Disclosure of your status as a student**

We will disclose information about your status as a student to:

- the Department for Work and Pensions (DWP) in connection with applications for benefits or as part of a criminal investigation;
- local authorities in connection with council tax, electoral registration and for investigating benefit fraud;
- the police and the courts;
- United Kingdom Visa and Immigration service.

We may disclose information to other organisations not listed but only if there is a legitimate reason for doing so.

## 8 How long the University will retain your personal data

The University must only retain your personal data for as long as necessary to fulfil the purposes for which it was collected and to satisfy any legal, regulatory, accounting or reporting requirements.

Specified retention periods are applied to each category of personal data that we may process about you. In setting these retention periods, the University has taken into account:

- the nature, sensitivity and volume of the personal data
- the potential risk of harm to you arising from the University's continued retention of the personal data
- the purposes for which the University may process your personal data
- whether the University is required to retain any personal data by law or in accordance with its legitimate interests

The University's student records retention schedule is available on the Information Governance pages of the University wiki at: [Records Retention Schedule](#)

## 9 Access to your personal data: your rights

You have a number of rights in relation to the processing of your personal data by the University:

- **Access:** You have the [right to request access](#) to and be provided with a copy of the personal data held about you together with certain information about the processing of such personal data to check that the University is processing it lawfully and fairly.
- **Correction:** You have the [right to request correction](#) of any inaccurate or incomplete personal data held about you.
- **Deletion:** You have the [right to request erasure](#) of any personal data held about you where there is no good reason for the University to continue processing it, or where you have exercised your right to object to the processing of your personal data.
- **Restriction:** You have the [right to request restriction](#) of how the University processes your personal data, for example, to confirm its accuracy or the University's reasons for holding it or as an alternative to its erasure.
- **Objection:** You have the [right to object](#) to the University's processing of any personal data which is based on the legitimate interests of the University, or those of a third party, relating to your particular circumstances. You also have the right to object to the University processing your personal data for direct marketing purposes.
- **Portability:** You have the right to receive or request that the University transfers a copy of your personal data in an electronic format where the basis of the University processing such personal data is your consent or the performance of a contract, and the information is processed by automated means.

To exercise any of these rights you will need to contact the University's Data Protection Officer at [dataprotection@edgehill.ac.uk](mailto:dataprotection@edgehill.ac.uk). The University may be entitled to refuse any request in certain circumstances and you will be notified accordingly where this is the case.

Where the lawful ground relied upon by the University to process any of your personal data is your consent, you have the right to withdraw such consent at any time without having to give any reason. However, if you do so, the University may not be able to provide some or all of its services to you or the provision of those services may be affected.

You will not have to pay any fee to exercise any of the above rights, though the University may charge a reasonable fee or refuse to comply with your request if any request is clearly unfounded or excessive. Where this is the case, you will be notified accordingly.

To protect the confidentiality of your personal data the University may ask you to verify your identity before fulfilling any request in relation to your personal data.

You also 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/fpn](http://www.hesa.ac.uk/fpn) or by writing to 95 Promenade, Cheltenham, GL50 1HZ. The HESA privacy notice for students – the 'Student Collection Notice' is published at <https://www.hesa.ac.uk/about/regulation/dataprotection/notices>

If you are dissatisfied with the University's collection, processing or handling of your data and/or related requests from you, you have the right to complain to the [Information Commissioner's Office \(ICO\)](#).

## **10 Help and Advice**

If you have any queries regarding your personal data held by the University, please contact the Data Protection Officer at [dataprotection@edgehill.ac.uk](mailto:dataprotection@edgehill.ac.uk).

The Information Commissioner's Office [website](#) contains helpful information about data protection.

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