

## DATA PROTECTION ACT 1998 - GRADUATES

1. The University needs to process data about you that relates to your having been a student of the University. Such processing will be in accordance with the Data Protection Act 1998<sup>1</sup> and with the University's Data Protection Policy. The processing of some data is required so that the University can fulfil its obligations to third parties such as the Higher Education Funding Council for England (HEFCE) and student loan companies, together with other relevant bodies or individuals.

Information about how the University uses your data whilst you are a student is in the Student Handbook of Regulations<sup>2</sup>.

About six months after you graduate, we will contact you to ask you to fill in the HESA 'Destination of Leavers from HE' survey. We will not give your contact details to HESA. You might be included in a sample of leavers who are surveyed again a few years after they graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose, and will then delete them. (If you do not want to take part in this second survey, please let us know.)

2. When you graduate you will automatically become a member of the alumni society and the University will hold your data confidentially for the benefit of the University of Huddersfield. The data are available to our international offices, academic and administrative departments, and to agents contracted by the University for alumni-related projects.

Data are used for a range of alumni activities, including distribution of University publications and email newsletters, the promotion of benefits and services to alumni, notification of alumni events and for programmes involving academic and administrative departments. Data may also be used in fundraising programmes, which could include an element of direct marketing.

Under the terms of the Data Protection Act you can opt out of the use of your data for any or all of the above purposes.

3. The processing of some data may be undertaken on the University's behalf by an organisation contracted for that purpose. Such organisations will be bound by an obligation to process data in accordance with the Data Protection Act and any specific contractual arrangements with the University. The minimum personal information necessary for the fulfilling of that contract will be passed on. These organisations include (but are not necessarily limited to):

i) Qualification Check, for the verification (eg. by potential employers and other HEIs) of the academic qualifications you gain at the University.

4. The University protects the information it has about graduates and the standard response to enquiries about individuals is that information cannot be disclosed to other organisations without consent, except to:

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<sup>1</sup> Available from <http://www.opsi.gov.uk/acts/acts1998/19980029.htm>

<sup>2</sup> Available from [http://www2.hud.ac.uk/registry/students\\_handbook.php](http://www2.hud.ac.uk/registry/students_handbook.php)

- i) University staff who need the information for administrative, teaching assessment, recruitment, marketing or quality assurance purposes;
- ii) other Higher Education Institutions or government agencies for the verification of your personal data held by the University;

and additionally, in the case of specific information on a student's progress, attendance or achievement, only in the following cases:

- i) in confidential references in connection with applications for employment or further education;
- ii) in confidential references in connection with current employers.

5. Graduates have the right to access the information the University holds on them. Any person who wishes to exercise this right should complete a subject access request form which is available from [http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/informationgovernance/dataprotection/SAR\\_form.pdf](http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/informationgovernance/dataprotection/SAR_form.pdf), the University will make an administration charge of £10 on each occasion that access is requested.

6. The University may request to feature graduates in a marketing campaign. No information will be used about you without your permission, which is granted using a specific "release of information" form.

7. The University Legal Officer has overall responsibility for data protection

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