

DATA PROTECTION ACT 1998 - PRIVACY NOTICE: STUDENTS

1. The University needs to process data about you that relates to your being a student of the University subject to its regulations, policies and procedures. The University will create and maintain your student record; this will contain your personal data, including your basic biographical details and records relating to your application and admission to the University, arrangements for the payment and recovery of fees, your course of study, your attendance and disciplinary record, your use of the University's facilities and your academic results.

Your personal data will be used within the University to provide you with services such as the library and computer facilities; and support, such as wellbeing and study advice. Other examples of the ways in which the University will use your data include:

- (i) administration, teaching, assessment, recruitment, careers support, health and safety, marketing or quality assurance; and
- (ii) statistical analysis to enable the University to identify additional support needs for students; and
- (iii) for the purpose of carrying out investigations in accordance with the Students' Handbook of Regulations (e.g. in connection with an academic integrity or disciplinary matter or for the investigation of a complaint).

Such processing will be in accordance with the Data Protection Act 1998 (full text at <http://www.legislation.gov.uk/ukpga/1998/29>) and with the University's Data Protection Policy.

The Act concerns the *processing of personal data* and *sensitive personal data* relating to individuals, including the holding, use and disclosure of such information. The University complies with those provisions to ensure that data about you is processed fairly, and a description of the types of processing it undertakes can be found by searching the public register of data controllers available from:

<https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers>.

2. 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.
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 governing principles behind 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) Microsoft, for the provision of your University email account and for the provision of other services, such as Microsoft Azure for the provision of cloud based data management services;
- ii) where relevant, any partner institution;
- ii) iParadigms, which provides the Turnitin UK plagiarism detection service. As part of the University's participation in the service which includes Turnitin and Grademark, it is necessary for the personal data relating to students who submit work to the Service to be disclosed to the service provider iParadigms.

Students agree that where services including Turnitin and Grademark are used as part of their course, all required papers may be subject to submission for textual similarity review to iParadigms for the detection of plagiarism. All submitted papers will be included as source documents in the iParadigms reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin UK service shall be subject to such terms and conditions of use as may be agreed between iParadigms and the University from time to time;

- iv) Northumbria University (on behalf of the NorMAN Consortium), for the provision of round the clock IT support;
- v) when you search for and/or access bibliographic resources such as journal articles, your request may be routed through the UK OpenURL Router Service (openurl.ac.uk), which is administered by EDINA at the University of Edinburgh. The Router service captures and anonymises activity data which are then included in an aggregation of data about use of bibliographic resources throughout UK Higher Education (UK HE). The aggregation is used as the basis of services for users in UK HE and is made available to the public so that others may use it as the basis of services. The aggregation contains no information that could identify you as an individual;
- vi) Qualification Check (after you graduate), for the verification (e.g. by potential employers and other HEIs) of the academic qualifications you gain at the University;
- vii) TNS-BRMB who have been commissioned by Sports England to undertake the Higher Education Sport Participation and Satisfaction Survey on their behalf. TNS-BRMB will only be provided with details of your e-mail address and these details will only be used for this Survey for the relevant academic year and will then be deleted (if you do not want to take part in this survey, please let us know);
- viii) Santander UK plc and its associated companies and service providers in connection with the production of campus ID cards, which

arrangement is being considered by the University and may be trialled during the 2015/16 academic year. If the scheme goes ahead, Santander will process your data only for the purpose of producing your campus ID card and any replacement of it. You may choose to provide additional information to Santander direct for the purpose of obtaining additional financial services, but this will be an arrangement between you and Santander only, which the University is not involved with;

- ix) third party contractors responsible for the maintenance and support of the University's IT systems and the provision of software services, who may be required to access such systems, including the data held within them, for the purpose of carrying out maintenance and fixes, subject to strict conditions.
4. The University protects the information it has about students and the standard response to enquiries about individuals is that information cannot be disclosed to other organisations without the student's consent (unless required by law or regulatory authority), except to:
- i) University staff and third party bodies contracted by the University for administrative, teaching assessment, recruitment, marketing or quality assurance purposes e.g. Study Group International;
 - ii) HESA, as required by statute. This forms your HESA record, which contains details of your ethnic group and any disabilities you have. HESA will pass your HESA record to other related organisations such as the Department for Business, Innovation and Skills, the National Health Service and the National College for Teaching and Leadership; they use the information mainly to produce statistics. This may result in information being published and released to other approved users, including academic researchers and commercial organisations. Your record will not be used in a way that could affect you personally and the organisations will take precautions to reduce the risk of you being identified from the information once it is published and released. HESA publishes up-to-date information about its use of student data at <http://www.hesa.ac.uk/fpn>.
 - iii) the organisation that has been contracted to carry out the National Student Survey on behalf of HEFCE (currently Ipsos MORI). That organisation will use your details only for that purpose, and will then delete them. Student feedback from the survey is used to compile year on year comparative data, with anonymised results being publicly available to prospective students and advisors to help make informed choices of where and what to study. The results also enable the University to facilitate best practice and enhance the student learning experience. Details about how Ipsos MORI will use your details in connection with the National Student Survey, including how they might contact you, are available at <http://www.thestudentsurvey.com/privacy-statement.php>;

- iv) the Higher Education Academy, which is the organisation that carries out the Postgraduate Taught Experience Survey. If you are a postgraduate student on a taught course, we may contact you to ask you to complete the survey. The results of the survey are used to improve future support for taught postgraduates and to help advise national policy;
- v) 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. If you complete the survey, then 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, you can indicate this when submitting the first survey;
- vi) validating and professional bodies in connection with registration and awards;
- vii) other Higher Education Institutions or government agencies for the verification of your personal data held by the University;
- viii) the University's insurers, auditors and legal advisers, including debt collection agents;
- ix) Local Education Authorities, Student Finance England and the Student Loan Company in connection with grants, fees and student loans including in cases of suspected fraud;
- x) the emergency services, in emergencies and subject to certain conditions;
- xi) the Police, subject to certain conditions;
- xii) the Benefits Agency as required by the Social Security Administration Act 1992;
- xiii) UK Visas and Immigration;
- xiv) the relevant local authority in relation to the collection of Council Tax, subject to certain conditions;
- xv) your employer for the provision of a National Health Service smartcard (only if you are employed in the National Health Service and are undertaking a course as a requirement of your employment);
- xvi) the Audit Commission as part of the National Fraud Initiative (only if you are an overseas student; for further details please see paragraph 13 below);

xvii) Kirklees Metropolitan Council to enable the Council's Electoral Services to make contact with students to encourage electoral registration. If you have any questions regarding the Council's use of your data for these purposes, please contact the Assistant Electoral Services Manager, Electoral Services, 3-5 Albion Street, Huddersfield, HD1 2NG;

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

xviii) for teaching, examination or assessment purposes;

xix) in confidential references in connection with applications for employment or further education;

xx) in confidential references in connection with current employers;

xxi) to LEAs, Student Finance England and the Student Loan Company in connection with grants and fees, including in cases of suspected fraud;

xxii) to sponsors where this is a condition of sponsorship to which you have agreed;

xxiii) to work placement providers, only in connection with the administration and assessment of your placement;

xxiv) for NHS-funded students only, to your NHS employer as well as NHS Health Education Yorkshire and the Humber.

5. At enrolment, you will become a member of the Huddersfield Students' Union (SU), unless you indicate that you wish to opt out of membership. The University will share members' names, student numbers, course details, contact information and other relevant information with the SU to enable the SU to provide members with information about its services and events, which it may do by e-mail or by post. The University may also share limited information about non-members (name, student number and e-mail contact details) with the SU to enable the SU to provide all students with information about its services.
6. When you successfully complete your course, your name and final award received (e.g. BA (Hons)) will be included in the programme used at the Graduation ceremony you attend. It may also be used in or on commemorative items or memorabilia (including but not limited to "hoodies"), and may be notified to the local press. You may opt out of this via My Details.
7. From time to time, limited information is given to the following bodies for educational or other beneficial services, where you have opted-in:
 - i) Graduate prospects (basic information to enable access to the University's JobShop vacancies, where you have given permission for this);

- ii) Previous school or college (information relating to your final award);
 - iii) the University's text-messaging alerts service provider (basic information to enable SMS alerts to be sent to you concerning your course and other relevant purposes, including Disclosure and Barring Service check reminders);
 - iv) Health centre (changes of address, where you have requested this).
8. Our policy regarding confidentiality applies equally to enquiries from parents and other third parties. However should you incur any debt (tax-related or not) while registered as a student at the University, it is likely the University will comply with external requests to disclose personal information about you in relation to the collection of the debt.
9. In order to help us maintain our records, students must:
- i) provide accurate information at enrolment;
 - ii) inform the University promptly of any changes affecting its records (e.g. name/address) and keep personal information up-to-date via My Details;
 - iii) inform the University promptly in writing if they intend to withdraw from study, whether temporarily or permanently.
10. Your image may be taken by the University of Huddersfield but before your image is recorded (on any media) you will be informed in advance that you are "in shot" and will be given time to move out of shot. If you remain in shot, you grant to the University of Huddersfield (and its assigns, licensees and legal representatives) the irrevocable permission to use your image throughout the world for any of its commercial or non-commercial purposes in all and any media, including, without limitation, publicity brochures (e.g. Higher Education prospectus), newspaper editorials and advertisements, leaflets, fliers, websites, CDs, e-mail campaigns and any other e-marketing activity, including publicity for joint ventures or any other partnerships in which the University may be engaged (the "Specified Purpose"); in its original format or edited or altered in any way which the University deems appropriate. You are also deemed to consent to the University storing copies of your image for the Specified Purpose. You have the right to ask for your image to be removed and, after such request, the University will not use it in any new material.
11. The University operates a CCTV system around its sites, the principle purpose of which is for preventing and detecting crime, therefore creating a safer environment for students, staff and visitors to the University. Due to the nature of such a system it is likely to capture images of students. CCTV is limited to public areas, e.g. reception areas, stairwells, lifts, outside areas as well as in lecture theatres, PC labs and student common rooms.

CCTV images are only used in circumstances that the University could not ignore where there is a risk of or actual criminal activity taking place or where behaviour of students may put others at risk.

Where images are used in any internal disciplinary procedures the individual student will have access to the CCTV footage which they will be able to view, provided that this can be achieved without infringing the privacy of third parties.

On occasion it may be necessary to install cameras for the specific purpose of monitoring activity in a particular area. This will be used only in exceptional circumstances where there is a reason to suspect criminal activity or equivalent malpractice. Any decision to monitor activity in this manner must be authorised by the University's Senior Management and will only be used as a proportionate response to the problem and in compliance with data protection laws.

12. Students 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.

The University will make an administration charge of £10 on each occasion that requested subject access request is made.

13. When you visit some web pages, your computer may be issued with a small file - a "cookie". A cookie is a piece of information in the form of a very small text file that is placed on the hard drive of your computer. The information the cookie contains is set by the server (of the website you are using) and it can be used by that server whenever you visit the website. The University's cookie policy in respect of the University website can be found at:

<http://www.hud.ac.uk/informationgovernance/cookiepolicy/>

14. The University intends to participate in the National Fraud Initiative (NFI) data matching exercise carried out by the Audit Commission (this is in relation to overseas students only). Our participation in NFI will assist in the prevention and detection of fraud against the University and other organisations within the public sector. We will participate on a voluntary basis and provide the Audit Commission with particular sets of data, relating to overseas students, for matching as set out in the Audit Commission's guidance which can be found at <http://www.audit-commission.gov.uk/nfi>.

The use of data by the Audit Commission in a data matching exercise is carried out with statutory authority under its powers in Part 2A of the Audit Commission Act 1998. It does not require the consent of the individuals concerned under the Data Protection Act 1998.

Data matching by the Audit Commission is subject to a Code of Practice. This may be found at <http://www.audit-commission.gov.uk/national-fraud-initiative/code-of-data-matching-practice/>

Data matching involves comparing computer records held by one body against computer records held by the same or another body to see how far they match; this is usually personal information. Computerised data matching assists in identifying fraudulent claims and payments. Where a match is found it may indicate that there is an inconsistency which requires further investigation. No assumption can be made as to whether there is fraud, error or other explanation until an investigation is carried out.

Further information on the Audit Commission's legal powers and the reasons why it matches particular information can be found at: <http://www.audit-commission.gov.uk/fairprocessing>.

15. The University Solicitor has overall responsibility for data protection, under the direction of the University Secretary:

Ms Rebecca McCall, University Solicitor

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