

Data Protection Statement: Students

September 2018

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Data Protection Statement: Students 2018/2019		
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The latest version of this document is always to be found at:

<http://policies.docstore.port.ac.uk/policy-105.pdf>

Summary

What is this document about?

This Statement explains to students how the personal data, including special category data, collected from them by the University, may be used, including some examples of how such data is processed.

Who is this for?

The statement is of primary interest to all students whose data is processed by the University, and will be of general interest to staff and the wider public.

How does the University check this is followed?

Students are given information about the use(s) that will be made of their personal data when they provide the data at registration each year. Part of this information is a reference, and a link, to this Statement, and further details are available in induction paperwork. Occasional queries about personal data from students suggest that this Statement is known about and read.

Who can you contact if you have any queries about this document?

All enquirers may contact the University's Data Protection Officer, Samantha Hill, on 023 9284 3642 or Samantha.hill@port.ac.uk.

Data Protection Statement: Students 2018/2019

Who is processing your personal, and special category, data?

The University of Portsmouth processes your personal data and, where appropriate, your special category data, in order to register you as a student at the University and on to the course you come to university to study. If you have any questions about how the University processes your data, then the following contact information may be useful.

The University's correspondence address is:

The University of Portsmouth
University House
Winston Churchill Avenue

Portsmouth, PO1 2UP

Main switchboard: 023 9284 8484

The University's Data Protection Officer is:

Samantha Hill – Information Disclosure Manager

Email: Samantha.hill@port.ac.uk

Direct telephone number: 023 9284 3642

What we use the data for

The University of Portsmouth processes your personal data, and your special category data, for a variety of purposes, involving all aspects of the administration of your education and your welfare, associated financial matters, use of University facilities and for the purpose of equal opportunities monitoring.

The University of Portsmouth will use your contact details to keep you informed of events relevant to your studies, and to notify you of circumstances in cases of emergency e.g. building closures.

Decisions on your progress made through the stages of your course, and on the final award you receive from the University at the end of your studies, are made using automated decision-making processes, but samples of the decisions are checked before they are confirmed. You have the right to have decisions made in relation to yourself checked manually.

In order for the University to be able to process your data correctly, it is your responsibility to inform us as soon as possible if any data we hold about you is incorrect or requires updating. We will provide an annual opportunity for you to check your data through the registration process but it remains your responsibility to notify the University of any changes to your details throughout the year via the Student Portal. We also collect, at registration, the contact details of a person nominated by you as someone to contact for you if needed. You must notify that person that we are holding this data, which will only be used in an emergency

Our legal basis for processing your data

The University's legal basis for processing the majority of your personal, and special category, data is that the processing is *necessary for the performance of the contract* you enter into with the University when registering on your course. We require the personal data we ask you to provide at registration, and failure to provide this data may cause you not to be registered as a student at the University of Portsmouth.

The University is also under a *legal obligation* to process some data concerning you and to provide that data to third parties, for example, to the [Office for Students](#).

If we require you to provide any further data after registration, for example if you join the University Gym, take part in volunteering opportunities or go on field trips, we will ask for your *consent* to process that extra data at the time it is needed, and will let you know then why it is needed and who will have access to it.

We will also use your contact details to keep you informed of initiatives relating to your time at the University, for example, the careers services or postgraduate studies, the chance to engage in research studies, as well as to provide details of the Alumni Association. Some personal data will be made available to the University's Students' Union in order to contact you, as described elsewhere in this statement. We believe that this processing is necessarily within both the *University's and your own legitimate interests*.

Who will have access to your data?

Only those staff within the University who need to have access to the data you provide at registration, in order to administrate your education will have that access. Therefore, staff within the service departments, the Department of Student and Academic Administration, Finance and the Library will have access to your data, as will administrative and academic staff within academic schools and departments.

Staff within the Careers and Employability service and the Marketing department will also have access to your data. If you do not wish to receive these communications (emails or text messages) you may either unsubscribe from receiving them at any time or contact the University's Data Protection Officer (details for whom are given at the top of this Statement) to ask for your details to be removed from any contact lists.

Who will receive your data?

It is not possible to list all of the bodies with whom we might have to share your personal data, but the following are examples of when the University will release data about you to third parties, where we have a legitimate reason in connection with your time here at the University to use that data, or where the University is under a legal requirement to provide data:

- The University has a legal responsibility under the Equality Act 2010 to provide you with reasonable adjustments if you disclose special category data, namely disability, to the University. This data is shared with the Additional Support and Disability Advice Centre (ASDAC), but staff from ASDAC will contact you to discuss this and only act on that data with your consent
- We will share your contact details, student number, course and study details with the University of Portsmouth's Students' Union (UPSU) in order to help UPSU to communicate with you, and to target those communications, effectively. We will also share with, and request data from, UPSU in relation to ethnicity, gender and disability for statistical planning purposes – this information will not be used to make any decisions about an individual. This data sharing is covered by an Operational Agreement between the University and UPSU, available from the Data Protection Officers of both organisations.
- We are legally required to pass some data to government education departments, the Quality Assurance Agency (QAA), and to representatives of these bodies such as auditors.
- If you have applied for accommodation in halls, we will, where appropriate, share your application details with Unite Students, the private company that owns and runs Trafalgar, Margaret Rule, James Watson and Greetham Street Halls, or The Student Housing Company, that owns and runs Catherine House, for accommodation allocation and management of the accommodation agreement
- We will provide data on request to the police and other enforcement agencies in emergencies, and where crime detection or prevention can be aided by its release, for example, responding to information requests from the UK Visas and Immigration service (UKVI). The University has a duty of care to all of its students and therefore, if the University has a justifiable concern about a student's welfare, the University may pass a student's contact details and information about the concern over the student to an appropriate third party, e.g. the police or a mental health team, to safeguard that student.

- We may be required to provide data to the Office for Students (OfS) or to other bodies acting on the OfS's behalf. One such example would be where the University is required to provide student contact details for the National Student Survey.
- Students are required to provide details of their highest qualifications on entry to the University and this information is recorded on the University's student database. The University and others (for example, the OfS) may check this information with the Higher Education Statistics Agency (HESA) or other institutions to confirm the qualifications obtained.
- Data may be released to third parties in relation to financial matters associated with your education. We are required to pass data about you to HESA and some of this data will be passed to other statutory bodies involved with the funding of education. Further information on how your Student Record may be used by HESA can be found at www.hesa.ac.uk/about/regulation/data-protection/notices. We will provide data to the Student Loans Company and to your devolved Student Finance administration area, as well as to the US Department of Education for direct loan students. We will also provide data to the Education Skills Funding Agency (ESFA) for students enrolled on degree apprenticeships. If necessary the University will also release data to parties involved in the recovery of debts to the University.
- The University provides student details to Portsmouth City Council in the following circumstances:
 - for the purpose of confirming eligibility for council tax exemption (we send similar information to Gosport Borough Council);
 - on request from either the Pollution Control / Noise team or the Anti-Social Behaviour Unit of the Council for the purpose of detection and prevention of anti-social behaviour issues in both residential halls and private accommodation
 - so that Home and EU students living within the PO1 – 6 postcodes can be invited to register to vote in local and central Government elections as a Portsmouth resident. This data sharing is covered by an Operational Agreement between the University and the Portsmouth City Council, available from the Data Protection Officers of both organisations.
- Data may also be shared confidentially, with third party organisations that host University data, for example, the University's student card supplier, for use in the production of your student card; the University of Northumbria in order to provide out of hours IS/Library help; the Graduate Schools' Skills Forge programme; Google Apps for Education and WPM Education that hosts the University's online payments system. This is not an exhaustive list. Each instance of data sharing/hosting is covered by contractual arrangements.
- The University uses the TurnitinUK© anti-plagiarism software that could involve some personal data being released to other HE institutions for comparison purposes.
- Where students are enrolled on courses which are accredited by professional bodies, some identifying data may be passed to the appropriate professional body in order for students to be registered with that professional body.
- Where students are sponsored by, for example, their employer or embassy or the NHS, the University will provide details of attendance and attainment to the sponsor on request. Requests for any further data will be considered on a case-by-case basis and the University may contact you for your consent to this further disclosure, if appropriate.

The University will not release data to any **third person** without there being a legitimate reason to do so, except where you ask us to. This means that we will not release data to banks, friends, relatives (including

parents), etc., without your prior agreement. If you wish us to provide data in these circumstances you should provide us with written consent to release the data, stating the name and contact details of the individual to whom you wish the data to be sent, and advise the particular data you agree can be released / discussed.

Will your data be sent or stored abroad?

Although the University does store some data in the cloud via Google Apps for Education, the servers for the data are EU based and therefore the data will not be stored abroad.

If you study via distance-learning or are registered with a collaborative partner based outside the EEA, we will send your data to you or the collaborative partner directly. This processing will be carried out as part of the contract between the University and either yourself or the collaborative partner.

If your sponsor is based outside the EEA, we will pass data to your sponsor. This processing will be carried out as part of your contract for sponsorship

The data supplied to UPSU will be stored securely by a third party on servers held in New Zealand. For further details of this arrangement, please contact UPSU on hello@upsu.net.

How long will your data be stored?

We will retain your full student record for six years after you have left the University so that we can fulfil our function of recording details of the awards we make, and provide details of your education and **references** when asked to do so. (After these six years we will retain transcript data only in order to confirm details of your award.)

If your data is held locally for specific purposes, for example, in Student Finance, other retention periods may apply to your data – you will be given more information about this when you are asked for your data.

Your rights

You are entitled to request a copy of the data you provide to us in an electronic format so that you may pass that data to another body (the right to data portability), as well as to request a copy of the data we hold about you (a Subject Access Request). You are also entitled to raise an objection to the processing where the processing of data we hold about you is likely to cause you damage or distress, and to request either the rectification of any incorrect data, the restriction of any further processing of your data or the erasure of your data (right to be forgotten). You have the right to withdraw your consent for processing your personal data where we have originally asked for your consent. However, where we collect your personal data under another legal basis, it may not be possible for us to remove all of your personal data from our records if you request this.

If you require any further information on, or wish to object to, any of the uses to which we put your data, you should contact Samantha Hill, the University's Data Protection Officer on 023 9284 3642 or



Samantha.hill@port.ac.uk .

Finally, you have the right to complain about the processing of your data to the UK regulator, the Information Commissioner's Office. For more information about this body and how to make a complaint, please see www.ico.org.uk .

