

Student Privacy Notice

This privacy notice sets out how we process the personal data of our students.

Stranmillis University College is registered with the Information Commissioner's Office and is legally responsible for complying with the General Data Protection Regulations (GDPR) as the data controller.

This Notice explains how Stranmillis University College will collect, hold and process your personal data. Stranmillis University College is committed to looking after any information that is made available to us, in accordance with the General Data Protection Regulations (GDPR).

Throughout this Notice, "University College" "we", "our" and "us" refers to Stranmillis University College and "you" and "your" refers to those expressing an interest in becoming a student at the University College (both prior to and at formal application stage), together with those who later become a registered student at the University College.

Students of Stranmillis University College are registered as students of Queen's University Belfast. On completion of registration, students confirm that they agree and understand Queens University's processing of their personal data. Details of the Queen's University Privacy Notice for Students is available from the Queen's University website.

<http://www.qub.ac.uk/about/Leadership-and-structure/Registrars-Office/InformationCompliance-Unit/Data-Protection/>

The following statements explain our responsibilities in complying with data protection legislation, explaining why and how we collect your data and the purposes it is used for.

1. Where do we get your personal data from?

Stranmillis University College will collect information about you in the course of its dealings with you as an applicant for study, or as current or former student. We may also receive information about you from outside the University College, such as information from UCAS relating to undergraduate applications. We obtain your personal data from sources which include the following:

- If you order a prospectus;
- If you attend a UCAS or other student recruitment fair and visit our exhibition stand;
- When you apply for one of our courses either via UCAS or via an application form on our website or in hard copy;
- Completion of forms to enable you to request information about or book student accommodation;
- When you enrol on your course at the University College, registration information supplied by the Queen's University Student Information System (QSIS) including equal opportunities monitoring data;
- Completion of forms relating to health information through a medical questionnaire which is issued for Initial Teacher Education courses;
- Completion of forms and meetings to discuss your disability support needs;
- When you book course trips or purchase goods via the e-shop;

- Information provided by other parties which is necessary for you to attend a course with us e.g. Student Loans Company;
- Photographs and video recordings for the purpose of recording lectures, student assessment and examination where applicable;
- Information related to the prevention and detection of crime and safety of University College staff and students including CCTV recordings;
- Information gathered on your use of College services including the University College Library and Careers and Employability Services;
- Information relating to the provision of advice, support and welfare including data processed through Stranmillis University College Student Support Services;
- Examination and assessment results collected via University College Examination Boards.
- AccessNI.

2. What personal data do we hold?

Types of personal information processed includes the following:

- Attendance at University College events including open days or other events such as UCAS fairs or other careers fairs and courses you are interested in;
- Biographical information consisting of your name, title, birth date, age and gender
- Your photographic image;
- Your contact details including address, email address and phone number and next of kin;
- Information gathered for the purposes of equal opportunities monitoring;
- Your application information such as previous education, qualifications being studied or gained and predicted grades; personal statement; family income (in order to assess any bursary entitlement) and entry selection records such as interview records;
- Information gathered in relation to an application for a criminal history check if your course involves regulated activity;
- Your disability support needs;
- Your accommodation request information;
- Details of courses, modules, degrees enhancement courses, placements, timetables and room bookings;
- Examination and assessment results and details of any academic or non-academic offences;
- Financial information and personal information (including bank details) collected for the purposes of administering fees and charges, loans, grants, processing of travel claims, hardship funds, or other bursaries or expenses;
- Photographs and video recordings for the purpose of recording lectures, student assessment and examinations;
- Records of your engagement with the University College including usage of student facilities such as the Library and the VLE;
- Information relating to the provision of advice, support and welfare such as data relating to the use of student support services;
- Records of communications sent to you by the University College or received from you;
- Information related to the prevention and detection of crime and the safety of University College staff and students including, but not limited to, CCTV recording;
- For international students: copies of passports, visas, or other documents required to ensure compliance with Home Office requirements;

- For UK and EU students: copies of any documents required to ensure eligibility to receive financial support from the UK Government;
- The University College may contact students who have graduated in order to gather information on employment for completion of the HESA's "Destinations of Leavers from Higher Education" (DLHE) Survey. If you are unavailable, the College may obtain this information from a third party such as a close relative. This is explained further through the Higher Education Statistics Agency Student Collection Notice and on the HESA website at <https://www.hesa.ac.uk/about/regulation/dataprotection/notices>

3. How do we use your personal data?

Although it is not possible to state every purpose for which we use your personal data, the following are examples of how it is likely to be used. The University College will process your personal information for a range of contractual, statutory or public interest purposes and to protect your vital interests, including the following:

- Enrol you as a student and maintain your student record;
- Administer your course and academic progress;
- Administer the financial aspects of your studies, including tuition fees and bursaries and debt collection;
- Provide or offer facilities and services to you during your time as a student (e.g. accommodation services, library access, computing, sports facilities, and Students' Union membership)
- Assist in pastoral and welfare needs (e.g. services to students with disabilities or counselling service)- where we have your consent
- Provide or offer facilities and services to you after graduation as part of the College's legitimate business (alumni membership and activities);
- Administer security, disciplinary, complaint and quality assurance processes and arrangements • Ensure the health, safety and wellbeing of staff and students;
- Contact you, your next of kin, or other relevant contact in case of an emergency;
- Monitor and evaluate the student experience, the effectiveness and efficiency of College programmes and produce statistics for management purposes and statutory purposes;
- Fulfil statutory reporting requirements including Higher Education Statistical Agency reporting; • Conduct equal opportunities monitoring to ensure our policies and practices do not discriminate against individuals;
- Notify you of other services and events related to your studies (in accordance with your rights under the Privacy and Electronic Communications Regulations).
- To monitor engagement of students on the Tier 4 Student Visa to ensure compliance with the terms of their sponsorship
- Administer Enhanced AccessNI checks.

Your final academic award is regarded as public information and details will be retained to enable lifelong contact to be maintained as a University College Alumni. Graduation events held at Stranmillis University College are regarded as public events and may be recorded by the University College. Graduation lists may also be forwarded to your previous school.

We will also process your personal information in other circumstances, provided you have given your consent for us to do so.

3.1 Processing of your sensitive data (special category data)

Within the University College, personal data, including sensitive personal data (special categories of data including your health), may be shared between colleagues who legitimately need the information to carry out their normal duties to support your time with us. The University College endeavours to ensure that sensitive personal data is only shared with colleagues with your explicit consent.

However, circumstances may arise where this data is shared with colleagues without gaining your consent. This will only occur if it is necessary to protect your vital interests or the vital interests of another person; or for certain other reasons where it is not possible or appropriate to gain your consent such as disclosures to the police for prevention or detection of crime, or to meet statutory obligations relating to equality monitoring.

In the event that your AccessNI enhanced application is returned with a TRACE, any information relating to the disclosure will only be shared with College staff who are directly involved in determining the outcome of any decisions taken.

4. Who is my personal data shared with outside of the College?

The University College may share personal data to third parties outside of the University College as part of its legal obligation, official function or in the interests of protecting the vital interests of an individual or third party. When we use third party service providers, we only disclose to them any personal information that is necessary for them to provide their service. A list of external organisations and the purpose for sharing information is supplied below. Any other disclosures made will be in accordance with Data Protection legislation and your interests will be considered.

| Third Party | Purpose for Sharing information |
|---|---|
| Higher Education Statistics Agency (HESA), funding councils and other government bodies | Data will be passed to HESA, funding councils and government bodies as required. The HESA Student Collection Notice provides information to students about what happens when their data is sent to HESA. This information is available online at: https://www.hesa.ac.uk/about/regulation/dataprotection/notices |
| Educational loan providers (including Student Loans Company) | For the purposes of confirming identity, attendance and enrolment in order to facilitate and enable the provision of financial support to you as appropriate. |
| Queen's University Belfast | For the purposes of confirming your qualifications and the accreditation of your course Queen's University store and administer student records for all University College students. Key information will be accessed by the University in order to fulfil their statutory obligations and service delivery requirements as the validating University. |
| Professional bodies (e.g. General Teaching Council for Northern Ireland) | For the purposes of confirming your qualifications and the accreditation of your course or in respect of any fitness to practice concerns or procedures |

| | |
|--|---|
| University College Occupational Health Providers | Health information may be shared with the University College Occupational Health providers in order to assess fitness to practice, particularly for initial teacher education programmes and to provide advice on disability support needs or reasonable adjustments |
| Work placement sites | Data may be shared with relevant parties where necessary for the purposes of your study – for example, contact details and information regarding your academic studies In addition to Access NI checks some students may be required to undertake further checks by their placement provider such as social services checks |
| Potential employers or providers of education whom you have approached | For the purposes of providing an education reference |
| Educational partners involved in joint course provision (e.g. Further Education Providers) | For the purposes of monitoring your study |
| Access NI | In order to apply for an Enhanced check |
| Home Office, UK Visas and Immigration (UKVI) | In order to fulfil the University College's obligations as a visa sponsor |
| Survey contractors | To carry out the National Student Survey (NSS). University College Travel agents To book travel arrangements on your behalf |
| Third party software suppliers | Where external computer systems are required to facilitate the purposes listed in section 3, student data may be shared with software suppliers. Where strictly necessary, the University College may share copies of student data in order to test or troubleshoot the IT systems we use or plan to use. Any such transfer will be subject to a formal agreement between the University and those suppliers, to ensure protection of your personal data. Examples may include Office 365, VLE, Library Management System, Timetabling and Placement systems Survey and Communications Tools (e.g. Mailchimp), and systems underpinning authentication to subscription services that the University College manages |
| University College Chaplains | Only with your consent Next of Kin Only with your consent; or in case of an emergency |
| Students' Union at the University College | To administer membership of the Students' Union; to; to provide welcome information; to inform students of activities and clubs and benefit from support and representation. Some student data is sent to the National Union of Students (NUS) |
| Debt recovery and control agencies | In order to recover debt on behalf of the University College |
| UK agencies with duties relating to the protection and detection of crime, collection of a tax or safeguarding national security | For the purposes outlined |
| Sponsors and Parents | Where consent has been provided |

5. Transfer of personal data to other countries

Where data is shared within the UK, or the European Union (EU), the third party will be required to comply with and safeguard the data under the terms of and appropriate EU regulations. Your personal information will only be transferred to countries, outside of the EU, whose data protection laws have been assessed as adequate by the European Union.

6. How long will we keep your personal data?

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with the University College's Information Asset Management Policy and Retention Schedule. Data will be securely destroyed when no longer required. Some data, such as your degree classification will be retained indefinitely.

In order to be able to process an enhanced AccessNI application, the College is obliged to collect 3 items of identification. AccessNI require the College to retain copies of your identification documents for a minimum of 90 days. The College will retain these copies for no longer than 1 year.

Records containing the outcome of students' Access NI checks will be retained until graduation.

If a disclosure certificate is received, it will be retained for no longer than 2 weeks to facilitate the decision making process.

7. Security of your information

Data protection legislation requires us to keep your information secure. This means that your confidentiality will be respected and all appropriate measures will be taken to prevent unauthorised access and disclosure.

8. Your rights as a data subject

The GDPR gives you a number of rights to protect your personal data and its use. You have the right to:

- To be informed what personal data the University holds about you and what it is used for;
- Access your personal data that we process
- Withdraw consent where that is the legal basis of our processing
- Rectify inaccuracies in personal data that we hold about you
- Be forgotten, that is your details to be removed from systems that we use to process your personal data in certain circumstances
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form
- Object to certain processing of your personal data by us

You may request a copy of the personal information held about you by the University College by making a subject access request. If you wish to make such a request you should do so, in writing, to the Data Protection Officer at dataprotection@stran.ac.uk. More information about subject access request procedures can be found at

<http://www.stran.ac.uk/informationabout/theuniversitycollege/dataprotection/>

If you have any concerns in relation to processing or data sharing by the University College, please write to the Data Protection Officer:

Ms Rosemarie McQuaid

Data Protection Officer

Stranmillis University College

Belfast BT9 5DY

dataprotection@stran.ac.uk

If you remain dissatisfied you have the right to complain to the ICO. Please see ico.org.uk for further information.

Updated May 2018