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Privacy Notice for Students and Applicants

Privacy Statement

The General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (and, where applicable, EU GDPR) governs the way that organisations use personal data. Personal data is information relating to an identifiable living individual.

Transparency is a key element of GDPR, and this Privacy Notice is designed to inform you:

- how and why the University uses your personal data,
- what your rights are under GDPR, and
- how to contact us so that you can exercise those rights.

We keep our privacy policy under regular review. Any changes we make to our policy in the future will be posted on this page and, where appropriate, notified to you by email or post.

Please check back frequently to see any updates or changes to our privacy policy.

Data protection principles

- We will comply with data protection law and principles, which means that your data will be:
- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

This Privacy Notice relates to Students and Applicants

Who are we

The University of Suffolk is an institution dedicated to transformation – transforming individuals, our community, our region and beyond. Education, training and research are powerful tools to support transformation and change and to fulfil these obligations the University collects, stores, processes and shares personal data.

This privacy notice makes you aware of how and why your personal data will be used, as a student of the University of Suffolk, and how long it will usually be retained for. The University of Suffolk is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you.

Our Lawful basis for using the data is/are:

- Necessary for the performance of a contract - as a student you have a contract with us. To carry out our obligations under this contract we need to process certain personal information.
- Necessary for Legal obligation – as a University we have legal obligations to fulfil. To do this we need to collect, process or share certain personal information. Necessary for Legitimate interests- occasionally, we may need to use your personal data to pursue our legitimate interests or those of a third party. We only rely on this basis for processing where the processing is necessary unless there is a good reason to protect your personal data which supersedes those legitimate interests.
- Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. We may process your personal data for statistical and research purposes.
- Necessary for Vital Interests – We may use your personal information in situations where we need to protect your vital interests (or someone else’s interests). For example, the University could inform emergency services of known medical conditions of a student where they had lost consciousness.
- In some cases where other lawful bases do not apply, we will process your data on the basis of your consent. For example, in order to assist with your pastoral and welfare needs. Where this is the case, you will be asked to provide your consent using a clear concise message and an opt in statement.

Purpose	Legal Basis
<ul style="list-style-type: none"> • Correspondence relating to offers and next steps • Admission, enrolment, and administration of studies 	Necessary to enter into or perform a contract we have with you.

<ul style="list-style-type: none"> • Administration and consideration of eligibility/applications, relating to bursary's, fees, and funding • Academic assessment and progression • Monitoring and management of your attendance • For provision of services e.g. library, careers etc • Creation and management of email address and accounts • Information relation to your accommodation whilst studying with us 	
<ul style="list-style-type: none"> • Ensuring the health, safety and wellbeing of the University, its people and facilities • Processing card access data to ensure the health, safety and wellbeing of persons present on campus, preventing crime and disorder and individual or group compliance with reasonable directions given by Campus Security, your department, University regulations and policies/procedures and the law • Sharing information internally, where appropriate, to identify individuals suspected of or failing to follow our regulations, policies/procedure regarding access to buildings. Issuing warnings and/or instigating (and progressing) disciplinary action and where appropriate sharing information with regulatory authorities such as the Police • Sharing information externally, where appropriate to comply with conditions of registration e.g. Higher Education Statistics Agency (HESA) • Enabling the University to deal with requests (from you or others) under Freedom of Information and other transparency legislation or Data subject rights requests under the General Data Protection Regulation • Collecting and managing information about health and safety such as recording details of accidents and where required reporting that information to the Health and Safety Executive • If you are an international student then we are obliged to collect and report information about your visa and right to student in the UK • DBS check - (for courses subject to a mandatory check) 	<p>Necessary to comply with a legal obligation</p>
<ul style="list-style-type: none"> • Seeking your views to help us develop University facilities • Administration of Alumni relations 	<p>Legitimate interests. We need to process your personal data for our</p>

<ul style="list-style-type: none"> Administration of Careers and employability advice services 	<p>legitimate interest of allowing us to manage and carry out our operations as an education provider.</p>
<ul style="list-style-type: none"> Monitoring your use of our information and communication systems to ensure compliance with the University's IT policies To provide our IT services and operate our IT network, we collect your IP address (see also our Visitors to the website Privacy Notice) 	<p>Legitimate interests. We need to process your personal data for our legitimate interest of maintaining security of our systems and services and improving the services we offer.</p>
<ul style="list-style-type: none"> Provision of your staff profile (PGR students) Students name and phone number will be shared with data processors who provide specialist training on issues we think are important for all students to be aware of, e.g. consent training 	<p>Legitimate interests. We need to process your personal data for the legitimate interest of sharing information about our work with the wider world and awarding body</p>
<ul style="list-style-type: none"> DBS check - (for courses not subject to a mandatory check but where the University Student Membership and Disclosure and Barring Service Check Policy deems one is necessary) 	<p>Necessary for performing a task in the public interest.</p>
<ul style="list-style-type: none"> Your personal data may be processed by the University of Suffolk and transferred to the emergency services and, if necessary, your next of kin or emergency contact, where this is required to protect your vital interests or those of another person. 	<p>Necessary in order to protect the vital interests of the data subject or of another person</p>

How your data is collected

We collect most of the information directly from you. This is through the application process, during enrolment and at other points during your time studying with us. Most of this data is provided and processed in line with your student contract. Additional information is collected from third parties such as UCAS, former places of education, agents/agencies, sponsors and government departments. During your period of study, we will also generate and collect additional information about you, such as in connection with your attendance and engagement with university services and academic results.

The data we hold about you and how it is used

The University will collect information about you to provide services to you as an applicant or student. These details will include, but are not limited to:

- Contact details and other information submitted at key points through your University journey e.g. at application, enrolment and graduation (see the Graduation Privacy Notice)
- Contact details of your next of kin
- Health information (where applicable) includes information about health conditions or disabilities, data about your ethnicity, gender, religious beliefs and sexual orientation. You may also provide this information to us as part of the equality monitoring we carry out pursuant to our legal obligations under the Equality Act 2010 and is only given voluntarily.
- Details of courses, assessments, modules and timetables and any awards conferred
- Information about your progress, including submission of work, marks etc.
- Information about any breaks you take from study, time spent studying abroad or on a placement
- Information relating to qualifications you hold
- Information about your use of our information and communications systems including email and associated accounts
- Information about any complaints made by or against you, such as academic offences or breaches of conduct
- Communications you have with us and communications we generate about you.
- Financial and personal information collected for the purposes of administering fees and charges, loans, grants, scholarships and hardship funds, and if applicable to assess student eligibility to obtain a visa to study with us
- Photographs and video recordings for the purposes of recording lectures, assessments and examinations and the production of a Student ID
- Information related to the prevention of and detection of crime and the safety and security of staff and students, which includes, but is not limited to, CCTV recordings (please see the CCTV procedure) and data relating to breaches of the University's regulations.
- Details of any relevant criminal convictions, allegations or charges that we ask you to declare to us either when you apply to us, or whilst you are a student, or which are reported to us, and of any Disclosure and Barring Service checks that we request
- Details of your engagement with the University such as attendance information
- Copies of ID documents to ensure eligibility to receive financial support from the UK government and in compliance with right to study and identification requirements.
- Where applicable, this will also include details of visas and any other documents required for compliance with Home Office requirements.

- Information you have directly provided for other services the University provides, such as Student Support (for the provision of advice, support and welfare, careers) and other opportunities which are likely to be provided under a specific consent.
- Data about you that we have to collect by law (for example where UK immigration law requires us to record information about you, or to report it to the immigration authorities)
- Data that we voluntarily provide about you, either whilst you are a student or after you graduate, for example if you ask us for a reference

Your data will, or may be, shared with the following recipients or categories of recipient:

Within the University, access to student data is restricted to those who need it in order to carry out their role. This may include personal academic tutors, other teaching staff and professional services staff who support the delivery of university services.

External Companies have been engaged to collect, store and process personal data on our behalf e.g. Customer Relationship Management solutions however, we only share data that is relevant and proportionate and contracts with these companies have been reviewed for data compliance.

We need to disclose personal and special category 'sensitive' personal data to some external bodies as part of the statutory functions required by law. For details of this please see the table below.

These organisations are Data Controllers for your data, except where explicitly stated otherwise. Under these conditions, your data may be provided to organisations including but not limited to:

Individual/Category of Recipient	Details and/or linked documents
Professional Statutory Regulatory Bodies (PSRBs) e.g. Nursing and Midwifery Council	UoS PSRB Register
Sponsors e.g. Local Education Authorities, The Student Loans Company	Student Finance Privacy Notice
HESA	HESA Privacy Notice
The Office for Student (OfS)	OfS Privacy Notice
Government Agencies e.g. Department for Work and Pensions and HM Revenue and Customs	DWP Privacy Notice HMRC Privacy Notice
University of Suffolk Students Union	SU Data Sharing Agreement
University of Suffolk Alumni Association	Alumni Relations and Development Team

Work Placement sites or educational partners	For some courses students undertake a work placement and relevant student details are shared to facilitate this.
Potential employers or providers of education who you have approached	Students naming the University/it's employees as references can provide these if approached
Plagiarism detection service providers.	Turnitin Privacy
Internal and External Auditors or Regulators	During monitoring procedures, the University undertakes audits assessing the quality and reliability of processes and procedures.

Any other disclosures that the University makes will be in accordance with Data Protection law and your interests will always be considered.

How your data is stored

Generally, information you provide to us is stored on our secure servers, or on our cloud-based systems. These are located within the UK or in countries/areas which are considered to have adequate privacy and information security provisions, such as the European Economic Area (EEA). However, there are times when we will need to store information outside these locations to fulfil our purposes and where we do, we will carry out transfer risk assessments to ensure that appropriate security measures are taken to protect your privacy rights. This may mean imposing contractual obligations on the recipient of your personal information where no other relevant safeguards exist. Technical measures such as encryption will also be considered.

The University is required under data protection legislation to keep your information secure, and measures are in place to prevent unauthorised access and disclosure of your information. Only relevant members of staff who require access to your records will be authorised to do so. Systems and electronic files are subject to password restrictions and other security measures. Any paper files will be stored in secure areas with controlled access.

Some processing of your information may be undertaken on the University's behalf by third party organisations. Organisations processing personal data on the University's behalf are also bound by the GDPR and the University has sought assurances from these organisations to ensure they are aware of their obligations under the GDPR and resulting legislation.

How long is the data kept for?

Applicant data for rejected or withdrawn applications is held for the application cycle plus two additional years.

Applicant data for enrolled students is held for the duration of study plus two additional years after graduation or withdrawal.

Minimal student data is held in perpetuity to as a requirement of the Professional Statutory Regulatory Body, for example Nursing and Midwifery Council.

Data Subject Rights including withdrawing consent

One of the aims of the General Data Protection Regulation (GDPR) is to empower individuals and give them control over their personal data.

The GDPR gives you the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All personal data will be processed in accordance with the Data Protection Act 2018 and General Data Protection Regulation. If you have any queries or concerns about the use of your personal data regarding your graduation ceremony including withdrawing your consent, please contact the University Data Protection team using the details below

datagovernance@uos.ac.uk

or

Data Governance Team

Fifth Floor

Waterfront Building

University of Suffolk

Neptune Quay

Ipswich Suffolk

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Data Governance Team

