

How we handle personal data of current students

Bishop Grosseteste University is registered as a data controller with the Information Commissioner's Office. All personal information will be treated strictly in terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). One of our responsibilities is to tell you about the different ways we collect and use your personal data. This statement provides details about these uses. In addition to this statement, you may be given further information about the uses of your personal data when you use certain services offered by the Bishop Grosseteste University.

Personal Data

Personal data is data relating to a living individual who can be identified from that information or from that data and other information in the University's possession (for example: name, address, telephone number, staff number). It can also include expressions of opinions about an individual.

Sensitive Personal Data

Sensitive Data relates to racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sex life, criminal convictions. Personal data concerning disability is sensitive data.

For what reasons do we collect personal data?

Bishop Grosseteste University collects only the data we need and we keep that data up to date and only for as long as it is needed. We collect data from applicants and students themselves through application forms and other means, as well as through other third parties such as schools or admissions services.

The University needs to process certain personal data about applicants and students for a number of purposes in order to support your time at University:

- Administration of the application process, including informing the decision about suitability for potential programmes of study
- Academic administration and to facilitate your education, including admission and registration, administering programmes of study, organising professional placements, recording progress, agreeing awards, organising examinations, course transcripts and certificates.
- Administration of the financial aspects of your relationship with the University and with any funders, for example the assessment and collection of fees and other monies due to the University,
- Management of your use of facilities and participation in events, for example production of the student campus card, provision of IT services, provision of accommodation, car parking, graduation, and other functions. We manage access to specific areas, such as the Library and may monitor access to certain buildings and rooms.
- Enabling effective communications with you
- Operation of security, disciplinary, complaint and quality assurance processes and arrangements. We may monitor use of IT services to ensure adherence to the Acceptable Use Policy.
- Support of Health, Safety and welfare requirements. This includes the capture of images by CCTV systems. We may also share necessary information with appropriate third parties such as the police.
- Production of statistics and research for internal and statutory reporting purposes.

We may also process your personal data because it is necessary for the performance of our tasks carried out in the public interest or because it is necessary for our or a third party's legitimate interests. In this respect, we may use your personal data for the following:

- to provide you with educational services which may not be set out in our Student Agreement but which are nevertheless a part of our academic and educational mission;
- to monitor and evaluate the performance and effectiveness of the university, including by training our staff or monitoring their performance;
- to maintain and improve the academic, corporate, financial, estate and human resource management of the university;
- to promote equality and diversity throughout the university;
- to seek advice on our rights and obligations, such as where we require our own legal advice;
- recovering money you owe to us;
- for fundraising purposes.

How long do we hold personal data?

The University stores personal data for defined periods of time in line with the University's Records Retention Schedule, after which it will be appropriately disposed of. Some information may be passed to the University Archive for long term historical preservation or to the Alumni and Development Office to continue a relationship with past students.

How do we use your data in the University?

The University processes personal data in accordance with the law and its own Data Protection Policy.

Within the University, personal data, including sensitive personal data may be shared between colleagues who legitimately need the information to carry out their normal duties to support your time with us. For example, Student Advice & Learning Support may disclose data about health to a tutor or to the Accommodation Office for matters of ensuring individual student welfare. We may capture your image and/or voice recording as part of your learning if certain teaching locations have been recorded. These recordings may be made available via the University's Virtual Learning Environment.

Information about your time at the University will be shared with the Alumni and Development Office once you leave to help them develop a relationship with the University's Alumni. You will be given the opportunity to ask Alumni to remove your personal data from their systems when they first contact you following your graduation.

You may be contacted after you have left regarding HESA's "Destinations of Leavers from Higher Education" (DLHE) questionnaire. This is designed to gather data about your career or other activities at the time and the relevance of the course you undertook at the University. The University may use information provided as part of HESA's "Destinations of Leavers from Higher Education" (DLHE) questionnaire to assist its programme planning and general development.

The University will try 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 needed 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 and apprehension or prosecution of offenders, to meet statutory obligations relating to equality monitoring, or for provision of confidential counselling.

How do we share your data with third parties?

The University may share your personal data with certain third parties. We may disclose limited personal data to a variety of recipients including:

- our employees, agents and contractors where there is a legitimate reason for their receiving the information, including:
 - third parties who work with us to provide student accommodation;
 - third parties who work with us to provide student support services (e.g. counselling);
 - third parties who are contracted to provide out-of-hours services for us;
 - organisations operating anti-plagiarism software on our behalf (such as Turnitin®)
 - internal and external auditors.
- those with an interest in tracking student progress and attendance, including:
 - student sponsors (e.g. the Student Loan Company, research sponsors, Research Councils);
 - current or potential education providers (for example, where you take part in an exchange programme as part of your course);
 - current or potential employers (to provide references and, where students are sponsored by their employer and/or where you take part in a placement, to provide details of progress/attendance);
- professional and regulatory bodies (e.g. British Psychological Society) in relation to the confirmation of qualifications, professional registration and conduct and the accreditation of courses;
- government departments and agencies where we have a statutory obligation to provide information (e.g. the Office for Students, the Office for Fair Access (OFFA), the Office of the Independent Adjudicator (OIA) the Higher Education Statistics Agency (HESA), the Home Office (in connection with UK visas and immigration), Council Tax and Electoral Registration Officers at relevant local authorities (for the purpose of assessing liability for Council Tax and for electoral registration purposes));
- Local Authorities (for the purpose of assessing whether you are entitled to free NHS hospital treatment);
- crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions and Trading Standards);

- parents, guardians, and next-of-kin (where there is a legitimate reason for disclosure);
- third parties conducting surveys, for example the National Student Survey.

The University will pass your details on to the Students' Union which is separately responsible for processing data relating to its members. This will include any emergency contact details for use only in emergency medical situations. Similarly, the Students' Union may share some of your data back to the University to allow any achievements made via the Union to be accredited, for example by inclusion in the Higher Education Achievement Report. A data sharing agreement is in place between the University and the Students' Union.

Similarly, the University has a data sharing agreement in place with BG(Lincoln)Limited to allow for the sharing of data specifically for the administration and access to the University's catering services.

We may share personal data if it is required for the performance of a contract; for example between you and your sponsor or funding body. This may require sharing data outside of the EU where necessary. We may also share data with relatives or guardians where appropriate, however this will only be with your consent unless it is in your own vital interests or the vital interests of another person for us to do so.