

STUDENT DATA PROTECTION STATEMENT

(Appendix 5 of the University's Data Protection Policy)

The University of Chichester holds data about you to support the University's central and legitimate interests including: all aspects of the academic administration of your study, associated financial matters such as fees and bursaries, your personal welfare, and your access to University facilities.

We use student data for internal reporting and statistical analysis connected with the management and planning of the University, and for compliance with legal obligations such as monitoring of Equality of Opportunity.

While data is mostly collected and maintained through the Academic Registry, the University will disclose that data to authorised users within the University to support the activities described above. However, our policy is to disclose information outside the University only if you have asked us to do so, or have agreed to the release of data, or if we are under a contractual or legal obligation to release the data or where a legitimate business interest is proportionate having regard to students' individual rights, freedoms or legitimate interests. For example we may transfer personal data to UCAS to enable them to provide retention and other student support as part of its duty of pastoral care and in such circumstances only anonymised data will be returned to the University for the purposes of assisting us to improve our student retention strategies.

The list below includes some of the uses to which the University will put your personal data, however, it is not possible to list all of the uses to which the University will put your personal data, nor to list all of the bodies with whom we might have to share your personal data, 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.

We shall not disclose information about you to third parties, even to a parent or guardian, without your explicit consent, other than as described in paras 10, 16, 17, and 18 below.

1. STATUTORY RETURNS

We are required by the Higher Education Funding Council for England (HEFCE) to collect certain data which is passed to the Higher Education Statistics Agency (HESA). HESA also require us to contact graduates and ask about their employment after leaving the University.

2. TEACHER EDUCATION STUDENTS

For students on courses of Initial Teacher Training, we are required to report to the National College for Teaching and Learning (NCTL) so that certificates of Qualified Teacher Status can be issued by them. We will also pass to NCTL the University of Chichester email addresses of QTS students to enable NCTL to contact students direct regarding their QTS certificate.

3. INTERNAL AND EXTERNAL SURVEYS

HEFCE also requires us to pass contact information about finalists to Ipsos MORI to carry out the National Student Survey (NSS). HESA's Fair Collection Notices can be seen on the HESA website, <http://www.hesa.ac.uk/collection-notice> and more information about the NSS on the NSS website <http://www.thestudentsurvey.com/>.

We may provide your name and University email address for the Nationwide HE Survey as part of Active Universities Sport England Themed funding round, which aims to tackle gaps in sporting participation.

We participate in several national surveys of student experience and engagement, e.g. the Postgraduate Taught Experience Survey, where your student email, address and certain demographic information such as age are linked to your responses. To participate in these surveys respondents must read and check the data protection statement, which will be included, before commencing the survey, allowing data to be used in this way.

4. SLC AND LOCAL AUTHORITIES

Other examples where we are under an obligation to disclose data are the provision of information to the Student Loans Company or to Local Authorities in connection with Council Tax or the Electoral Register (although if in relation to the latter, students will be offered an opt-out). Our Tuition Fee Policy states that we may disclose information to a Debt Collection Agency appointed by us should you fail to pay fees due to the University.

5. TURNITIN

The University requires all students to submit their assessed coursework assignments via Turnitin. You should be aware that in submitting work to Turnitin for text matching, or as part of an e-submission pilot, you are agreeing with Turnitin@UK that it can be electronically checked for matches with existing sources and that an Originality Report can be generated.

The final submission you make to any Turnitin assignment will be kept on the Turnitin@UK database *permanently*. Work held on the Turnitin@UK database may be used for the purpose of detecting the future plagiarism of your own work and or in any investigation of suspected academic malpractice.

Originality Reports - generated by you or a member of staff - may be used to assist in the identification of plagiarised work submitted for formal assessment. An Originality Report will never be advanced as the sole reason for suspecting that a piece of work is plagiarised, nor may an Originality Report be advanced as the sole defence against an accusation of plagiarism.

Turnitin@UK has a [Privacy Pledge](#) and a [Usage Policy](#). It is recommended that you familiarise yourself with the contents of these.

6. HOME OFFICE: UK Visas & Immigration (UKVI)

Should you be from outside the EU, we are required to disclose information relating to your registration, attendance and progression to the UKVI.

7. PLACEMENTS

If you are on a course of study at the University which requires study, employment or a placement at another organisation it may be necessary for the University to transfer personal data to that organisation. Personal or sensitive personal data, however, will not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data, other than in specified circumstances.

8. THE HEAR

Since academic year 2013/14, as part of a national initiative an electronic Higher Education Achievement Report (HEAR) (incorporating the European Diploma Supplement) is produced for Foundation Degree and Undergraduate Degree students on programmes based at the BOC and BRC campuses. Students will receive this in addition to their degree certificate.

The HEAR adheres to a national template and provides a broader range of information than the existing academic transcript/European Diploma Supplement. The document will be owned by the University and all information included, will be formally verified.

The HEAR will be delivered via a secure web portal called Gradintel. This cloud service will receive and hold personal data about you from our Student Records System and will be delivered and supported by the suppliers (Tribal) of the University's admissions and student records system. Students will receive full instructions about how to activate their accounts via Gradintel so that they can access information released at any time during their time at University and afterwards. Students will have access to their HEAR in perpetuity via Gradintel. More information about the HEAR can be found here: <http://www.chi.ac.uk/study-us/student-services/welcome-careers-and-employability-service/hear>

9. REFERENCES AND CONFIRMATION OF QUALIFICATIONS

The University may release data about you in response to a request for a reference or for confirmation of your qualifications. Please note that we will only comply with a reference request where it is clear that the enquirer has the right to ask for the information, which will typically involve the consent of the former student to disclose their information. Further information about how third parties can verify qualifications can be found here: <http://www.chi.ac.uk/study-us/student-services/welcome-careers-and-employability-service/services-relating-former>

10. UNIVERSITY OF CHICHESTER STUDENTS' UNION

The University shares student personal data with the University of Chichester Students' Union (UCSU) in order for the Union to administer membership of the UCSU and its clubs and societies, to communicate with members, to hold elections of officers, to ensure the safety and security of members (including identification of individual members) to provide welfare services, to market services provided directly by the UCSU and to analyse service provision and membership requirements. This may include passing personal data to a third party organisation which provides website and membership systems for Universities and Students' Unions. In such circumstances, however, student personal data will remain the property of the University and will not be used by the third party organisation for commercial or marketing purposes, or passed to any other third party. In all other circumstances the information provided to the SU shall not be passed to any third party, without the express consent of the data subjects concerned unless specific permission from the Deputy Vice-Chancellor has been given. The UCSU shall implement appropriate mechanisms for students to opt out of membership of the Students' Union and to opt out of the use by the UCSU of all or any of their data at any time.

In addition to the above, personal data may be shared between the University and UCSU where this is in connection with an emergency, serious health or welfare issue or in relation to the prevention or detection of crime.

This data sharing is in accordance with a Data Sharing Agreement between the University and UCSU, which is located here: <http://www.chi.ac.uk/about-us/how-we-work/policies/data-protection>

11. STUDENT PHOTOGRAPHS

We store the photograph used on your student Campus Card but we will not display your photograph publicly (e.g. on notice-boards) without consent or release your photograph outside the University.

The University may also occasionally commission photographs around the campuses or at specific events such as Graduation and those may include images of students for inclusion in promotional material. If you do not want to appear in publicity materials please make yourself known to the photographer.

12. GRADUATION AND ALUMNI RELATIONS

In respect of all eligible finalists, whether attending or not attending a graduation ceremony, your

- Name and award title (but not your classification) will be included in the University's graduation programme
- Name will be printed on the University's 'Year of [xxx] ' t-shirt or hoody
- Name and award title (but not your classification) will be included in the Chichester Observer newspaper

If you object to these uses of your personal data you will be requested to tick the opt-out boxes on your Registration and Ticket Application Form or send details in writing or by email to the Graduation Office by a given deadline.

All student leavers will automatically become members of The Alumni Association unless you choose to opt out. Finalists will be contacted before Graduation and you will be able to 'opt out' of having your name, contact information and award title used in commemorative publicity material or added to the Alumni database. For full details of how the Alumni Association will use your personal data please visit their webpage at: <http://alumni.chi.ac.uk/>. You will have the opportunity to unsubscribe in all email correspondence and/or may withdraw from these communications at any time by contacting alumni@chi.ac.uk

13. CCTV

We use CCTV in some areas where students' images may be routinely captured and stored for a limited period, solely for prevention of crime and apprehension and prosecution of offenders.

14. DISABILITY

We ask you about any disability you may have to enable us to support you should you have a disability. You can refuse to tell us about a disability but we will then not be able to support you so easily. We monitor the numbers of students with a disability, and the type of disability, to support our legal obligations in relation to Equality of Opportunity.

15. EQUAL OPPORTUNITIES MONITORING

We will ask you about your ethnicity and we use that data only for the purposes of EO monitoring. You can refuse to tell us about your ethnicity.

16. LAW ENFORCEMENT AGENCIES

We disclose information to law enforcement agencies (such as the Police) only where they invoke their statutory powers in connection with the prevention or detection of crime, and then only when we are satisfied that the request has been properly made.

17. EMERGENCIES

The Data Protection Act allows us to release data about you or about the person named by you for contact in emergency e.g. to a hospital or medical professional when your health is at risk and you are not able to give your specific consent. Our Student Services staff will always keep any record maintained to support your health and wellbeing confidential, and staff will explain any specific Confidentiality Policies.

18. HEALTH INFORMATION

Information on a student's health may be required prior to admission to certain programmes of study and for purposes linked with academic progress and examinations. Information about a student's health may also be necessary when a student undertakes fieldwork e.g. for health and safety or insurance purposes. The University may, in exceptional circumstances, contact third parties such as medical professionals or next of kin regarding the health of a student when it believes this to be reasonable and/or in the best interests of the student concerned. In these circumstances the University will attempt to gain the prior consent of the student but where consent cannot or will not be given it may act without consent.

The University will also use your contact details to keep you informed of initiatives relating to your time at the University e.g. careers services or postgraduate studies, as well as to provide details of the Alumni Association. If you do not wish to receive these communications please contact the University's Data Protection Officer – contact details are given at the end of this Statement.

You can request a copy of the data we hold about you, although you are able to see and update most of that data yourself via the Student Portal. The University's Commitment Charter sets out our pledge:

To safeguard information you supply in compliance with the requirements of the Data Protection Act, the Freedom of Information Act or any other statutory obligations of the University; to explain to you through the Student Data Protection Statement why we need to collect information.

We will retain your full student record for five 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 five years we will retain transcript data in order to confirm details of your award.

In return ALL students shall:

- ensure that all personal information which they provide to the University is accurate and up-to-date;

- inform the University of any changes to that information, for example, changes of address;
- check the information which the University shall make available from time to time, in written or electronic form, and inform the University of any errors or, where appropriate, follow procedures for up-dating entries on computer forms. The University shall not be held responsible for errors about which it has not been informed.

Students who use the University's computer facilities may, from time to time, process personal information (for example, in course work or research). In all such circumstances the processing of personal data must comply with the requirements of the Data Protection Act. Students must seek guidance from the Faculty accordingly. The Faculty may also wish to refer the student to the Data Protection Officer.

Where can I get advice/further information?

More information is available on the Data Protection pages of the web or via the on-line Student Handbook. For enquiries: email dpofficer@chi.ac.uk