



Data Protection

THE UNIVERSITY'S REGISTRATION UNDER THE DATA PROTECTION ACT 1998

Throughout your time at the University, we will gather data about you, from your initial application to us, through to your graduation and beyond. These notes tell you why we collect the data, what data we collect and what we do with it.

We have a responsibility under the Act to ensure that your data is kept safe and secure and is as up-to-date as possible. We will rely on you to tell us when certain data changes, e.g. term-time or home addresses, name etc.

The data we gather will be used in accordance with our registration under the Data Protection Act 1998. Information about you will be processed by the University for the purpose of providing you with educational and related services and for providing you with information about additional services which the University can provide.

We have a statutory and legal requirement to supply some of the data to third parties, such as the Higher Education Funding Council for England, the Higher Education Statistics Agency, Social Security, Student Loans Company, Electoral Registration Officers and the Nursing and Midwifery Council. In certain circumstances we may disclose information to the Police (in connection with potential criminal offences). Under our registration we are able also to pass your data to other named categories of third parties such as the Students' Union (to enable you to have membership), your term time local Council (to enable you to claim exemption from Council Tax), our Alumni Office, and Professional Bodies. We may also pass details regarding your attendance and performance to various sponsoring bodies with which the University has a contractual relationship to fund training, for example Strategic Health Authorities. This list is not exhaustive.

Student Collection Notices published by the Higher Education Statistics Agency (HESA) giving more detail about how your data is used can be accessed via the link below.

Student Notices at: <http://www.hesa.ac.uk/fpn>

The University is obliged to pass personal data to the Higher Education Funding Council for England, and its agents, which will be used to contact final year undergraduate and PGCE students regarding the National Student Survey (NSS). If you do not want to be contacted you may opt out via the NSS website when it goes live.

Sometimes, private sponsors, prospective employers or other universities could contact us to verify details about you, such as your assessment results and degree classification, your attendance record, or to ask for a reference. We will only pass on this information if you have agreed for us to do so. Otherwise we will require you to contact us directly to give permission to disclose the information, or require that the third party sends us a statement from you consenting to the disclosure. Obviously, this can be very time-consuming and could jeopardise your chances of continued funding by a sponsor and/or a job. We therefore ask you to consent in advance, to data being disclosed to these third parties. You will be able to confirm this within the Terms and Conditions of Registration during on-line enrolment.

For the purpose of providing you with educational and related services we may need to pass information onto a third party who will only process the personal data in accordance with our instructions and will comply with the Data Protection Act.

We also ask you to consent to Staffordshire University using your image or personal details in any promotional materials or for administration of the course. You will be able to confirm your choice within the Terms and Conditions of Registration during on-line enrolment. All consent will remain in perpetuity unless, at any time, you tell us that you wish to withdraw your permission. If, at any time, you wish to object to the accessing, processing or disclosure of your personal data, you can do so by writing to:

**Information, Protection & Security Manager
Staffordshire University**