**Student Privacy Notice**

The University of South Wales is the data controller and the University’s Data Protection Officer can be contacted through dataprotection@southwales.ac.uk. The University is committed to protecting the rights of students in line with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

**What information do we collect?**

The University collects information about you at various points throughout your student journey. Personal data is collected at the application stage, at enrolment and throughout the period of study to form the student record. Type of personal data processed includes, though is not limited to, the following:

* Contact details and other information submitted during the application and enrolment processes.
* Details of courses, modules, timetables and room bookings, assessment marks and examinations.
* Financial and personal information collected for the purposes of administering fees and charges, student funding, scholarships and hardship funds.
* Photographs, and video recordings for the purpose of recording lectures, student assessment and examinations.
* Information about your engagement with the University such as attendance data and use of electronic services such as UniLearn (Blackboard) and UniLife.
* Contact details for next of kin to be used in an emergency/where there are concerns regarding your health and wellbeing(The University will assume that students have confirmed with the next of kin on the use of their data prior to providing the University with their data).
* Details of those with looked after status or those who have left the care system for the provision of support.
* Information related to the prevention and detection of crime and the safety and security of staff and students, including, but not limited to, CCTV recording and data relating to breaches of University regulations.
* Information gathered for the purposes of equal opportunities monitoring.
* Information relating to the provision of advice, support and welfare, such as data relating to the use of the services offered by the Student Services and the Advice Zones.
* Information about an individual’s use of our information and communication systems.
* Attendance and engagement information.
* For international students: Copies of passports, visas, biometric data and any other documents required to ensure compliance with Home Office requirements as well as information collected in relation to attendance.
* For students on certain courses such as healthcare, teaching, social worker courses records relating to suitability checks including DBS.
* The University collects information on Welsh language skills for the purpose of Welsh medium provision

**How is data used?**When students enrol the University will be required to collect, store, use and otherwise process data for any purposes connected with studies, health and safety and for other reasons deemed necessary for the performance of the contract with the University. The University will also use personal data for certain purposes after graduation.

The University will use data fairly and lawfully in accordance with its obligations under the Data Protection Act 2018 as well as under the General Data Protection Regulation. This means that we will process your data in a way which respects the Data Protection Principles and the individual rights. Any use of data must also be covered by the registration held by the Information Commissioner.

Although it is not possible to state every purpose for which personal information will be used, the following are examples of how it is likely to be used:

* In order to enrol the student on the course and to record academic achievement (for example – course choices, examinations and assessments)
* To assist in pastoral and welfare needs (e.g. the counselling service and services to students with disabilities).
* To carry out investigations in accordance with academic and misconduct regulations.
* To operate security, disciplinary, complaint and quality assurance processes.
* To administer the financial aspects of student registration (such as payment of fees and debt collection).
* To administer support for employability needs.
* To provide or offer facilities and services to students (e.g. library access, printing, computing, sports facilities, accommodation).
* To ensure health, safety and security on campus.
* To produce management statistics and to conduct research into the effectiveness of our programmes of study as well as produce statistics for statutory purposes.
* In order to provide overseas students with support and advice on a range of issues such as immigration, cultural issues and welfare.
* To monitor engagement of students on Tier 4 Visas to ensure compliance with the terms of their sponsorship.
* To manage our estate.
* To monitor the University’s responsibilities under equal opportunity policies.
* To maximise an individual’s opportunities to succeed through the use of learning analytics. The University records behaviour and interactions with the University’s systems which are used as an indicator of engagement and progress. This information is then analysed and used to identify a projected outcome and where a student is at risk of withdrawing from their study. It is also used to indicate to the University that a student’s course engagement may have fallen below expectations, so that the lack of engagement process can be initiated.

Data provided at enrolment (such as educational attainment prior to study at USW, address, age), information on course progression and information on behaviour and interaction is kept for future analysis and research to aid our understanding of the student population and in learning analytics. Further information is available within the ‘[Learning Analytics Student Guide](http://uso.southwales.ac.uk/uso/ig/dp/la/)’.

This processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
The University would also like to use information around ethnicity of the student population which would further enrich its datasets and enable the University to improve analysis based on a more individual level in the future. The University will only process this information with the individual’s consent.

* The University provides students with a ‘smart’ photographic identification card. The card can be used to access certain rooms, for security as a means to identify who is permitted on campus, to access the library and to allow access to print services.
* To produce statistics and management information to enable the University to understand its business and for strategic and management decision making.
* For electoral roll purposes. When students have agreed for their data to be shared with Local Authorities for automatic inclusion on the electoral register.
* Upon graduation the names of those graduating are published in the award brochure. Where students do not wish for their names to be included they may inform the Exams, Certification & Graduation Unit of this when they receive their invitation.
* To contact you about further learning opportunities at the University.
* To provide those with identified needs with access to support and University services.
* Personal data on certain courses may be provided to organisations providing access to specialist software/resources that will support and enable students to undertake their studies.

**What is the purpose of the processing under data protection law?**In order to process personal data the University relies upon the following lawful basis:

* Necessary for the performance of a contract (e.g. to manage the student experience and welfare)
* Necessary for compliance with a legal obligation (e.g. to provide personal data to HESA)
* Necessary for the performance of tasks carried out in the public interest (e.g. teaching and research)
* Necessary for the pursuit of the legitimate interests of the University or an external organisation (e.g. to enable access to external services)

The University will also process some information that is considered more sensitive (‘special category’ personal data). Special category personal data is defined as racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health - including mental health and disability information ,or sex life and sexual orientation, genetic data and biometric data which is processed to uniquely identify a person. In the UK this also includes any personal information relating to criminal convictions and offences.

Special category personal information will only be processed in certain situations in accordance with the law.

* With the individual’s explicit consent.
* Where the processing is necessary for reasons of substantial public interest.
* Where the data subject has made the information public.
* Where it is necessary to protect the individual’s vital interests or those of another person and where they are physically or legally incapable of giving consent. This would be in an emergency situation where the health, wellbeing or welfare of the individual was at risk
* Where processing is necessary for the establishment, exercise or defence of legal claims

The University will use special category personal information in the following ways:

Information around race, national or ethnic origin, religious, philosophical or moral beliefs or sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting (including where for monitoring purposes conducted by the Higher Education Statistics Agency HESA)

For certain courses of study, placements and work opportunities information about past criminal convictions and offences will be processed where this is relevant because the data subject is working with children or vulnerable adults, and/or because of fitness to practise in certain regulated professions.

Biometric data will be processed in relation to attendance will be processed to ensure compliance with legal obligations placed upon the University.

Information about an individual’s physical/mental health or disability status to ensure the health and safety of students whilst registered at the University and to assess fitness to study, travel, take part in placements, provide appropriate reasonable adjustments and where requested, to make decisions relating to applications for mitigating circumstances

Where an individual chooses to provide the University with sensitive information for the purposes of student support, the information will be used to provide the support requested

Note: Personal information will be collected by other parts of the University such as by the Sport Centre, Accommodation, Clinics, Student Support Services and privacy notices will be provided at the point of collection as required.

**Who receives this data?**Where necessary personal information will be shared internally within the faculties and departments across the University. Personal data is protected by the University and information will not be disclosed to third parties without consent, or, is permitted by law. This section outlines the major organisations and the most common circumstances in which we disclose data about students. Where this involves international transfer of your data, data will only be transferred if it meets the conditions set down under current data protection legislation.

* **After graduation** the Universitywill need to maintain some records in order that it can verify awards, provide transcripts of marks, to provide academic references and for career support.
* The University will share personal data with the **Students’ Union** in order to allow students to participate in the election of its officers and to become a member of the Union.
* Following graduation, personal data is processed by the **Alumni Relations Development Team** within the University as all individuals graduating automatically become members of the University’s Alumni Community. Full details on the use of personal data can find information on the use of data through the [Alumni webpages](https://www.southwales.ac.uk/alumni/).
* The University is an Approved Education Provider for the purposes of the **Points-Based Immigration System**. The University will provide data about students on the Tier 4 Student Visa and other categories of visa to the Home Office and its departments in order to fulfil its duties as a Tier 4 Sponsor Licence holder.
* To sponsors and parents where consent has been provided.
* **HE/FE institutions & placement providers:**  Where students are involved in study arrangements with other organisations, eg: exchanges, placements, joint/double programmes, we may disclose some data to the relevant institution, including those outside the European Economic Area (EEA).
* **The Student Loan Company:** Personal data will be shared to confirm enrolment, attendance and identity in order that students can access financial support.
* **Debt recovery / credit control:** Personal data may be shared with third parties, attempting to recover debt on behalf of the University, where internal debt recovery procedures have been unsuccessful.
* **Potential employers** or providers of education approached by the individual.
* **UK agencies** with duties relating to the prevention and detection of crime, collection of a tax (including Income or Council Tax)or duty or safeguarding national security
* The University has a statutory obligation to release information to the **Higher Education Statistics Agency (HESA)** for statistical analysis. Full details on the uses of student data by HESA can be found at <http://www.hesa.ac.uk/fpn>.
* The University is required to pass data about its students to **the Higher Education Funding Council for Wales (HEFCW)** for them to conduct the National Student Survey. This provides students with the opportunity to give their feedback on their experiences at the University. Information will also be provided to HEFCW in line with our statutory responsibilities.
* Personal data relating to students on specific programmes will be passed to **professional bodies** which accredit those programmes at the University in connection with registration such as Law Society, General Chiropractic Council, Care Council for Wales. If there has been an incident of academic or professional misconduct and/or where the Head of School or equivalent believes there is a concern related to fitness to practise which may result in a risk to the public, this will also be reported to the appropriate professional body.
* Personal data may be passed to professional bodies where necessary in relation to membership registration.
* Personal information may be shared with **work placement providers** including contact details, information around the individual’s studies and other necessary information.
* Following graduation the University or **HESA** may contact individual students to ask them to complete one or more surveys into the outcomes of higher education and details of activities after graduation. These surveys may be undertaken by the University or by another specialist organisation contracted for that purpose. If a specialist organisation is used that organisation will receive the individual’s contact details, but will only use these details to ask individuals to complete the survey, these details will then be deleted. Individuals may also be contacted as part of an audit to check that the University or any contracted organisation have undertaken these surveys properly (full details on the HESA collection notice are available [here](https://www.hesa.ac.uk/about/regulation/data-protection/notices))
* Coursework and assignments are submitted through **Turnitin® UK**, which supports academic staff in identifying any plagiarism, re-presentation and inappropriate citation. Where plagiarism is suspected, work and information may be shared internally and with other institutions as required.
* Data may be shared with **partner colleges** where the University has partnership arrangements in place. Information that would be shared for purposes relating to their studies and for administrative purposes.
* Personal information may be shared with organisations (including other education providers) with whom we work collaboratively and with other agencies (including the Welsh Government) where there is a requirement on the University to report on outcomes, progression or for equality monitoring purposes.
* Relevant information will be shared with third party providers of accommodation where arrangements are in place for the sharing of data.
* Any other disclosures that the University makes will be in accordance with data protection legislation and your interests will be considered.

**How long will data be held?**

Information held on file will be kept in line with our [Records Retention Schedule](http://uso.southwales.ac.uk/ig/rm/schedule/).

**Keeping information secure**Data Protection legislation requires the University to keep personal data secure. This means that confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure. Only members of staff who need access to relevant parts or all of an individual’s data will be authorised to do so. Information held in electronic form will be subject to password and other security restrictions, while paper files will be stored in secure areas with controlled access.

The processing of some data may be undertaken on the University’s behalf by an organisation contracted for that purpose. Such organisations will be bound by an obligation to process data in accordance with the Act/Regulations.

Normally personal data that we collect from you will be stored within the European Economic Area (“the EEA”). However, in certain instances personal data will be collected by processors within a country or territory outside the EEA. Where this occurs the University will ensure that the country is recognised by the European Commission as guaranteeing an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data; or, by companies registered with the EU-US Privacy Shield.

**Individual rights**Individuals have the right to access personal information, to object to the processing of their personal data, to rectify, to erase, to restrict and to port personal information.

 Any requests or objections should be made in writing to the Data Protection Officer – dataprotection@southwales.ac.uk

Where individuals are not satisfied with the University’s response, or believe that the University is not processing personal data in accordance with the law then they may complain to the Data Protection Officer.

If the matter is not resolved and the individual remains dissatisfied then they have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)