



Leeds Trinity  
University

# Data Protection Statement

## **Data Protection Act 1998**

It is essential that Leeds Trinity collects and retains personal data about its students to enable it to operate effectively, administer student-related functions and meet its legal obligations to funding bodies and government. The personal data held by Leeds Trinity about its students will be obtained either from application forms completed by individual students (e.g. UCAS form) or directly from individual students (e.g. registration forms, updates during their studies). In line with the Data Protection Act 1998, Leeds Trinity is committed to ensuring that the data held about individuals is processed fairly and lawfully and that it is held for specified purposes only. Confidentiality will be respected and all appropriate security measures will be taken to prevent unauthorised disclosure.

Leeds Trinity processes some data which current legislation refers to as sensitive personal data (e.g. ethnic origin, health records). Again, appropriate security measures will be in place to ensure that documents such as medical notes are retained confidentially and only disclosed to Leeds Trinity staff where necessary.

### **Disclosure of Data**

Data held about you will not be disclosed by Leeds Trinity to any third party (including parents/ guardian) without your consent. You should note, however, that under certain circumstances prescribed by the Act, we will make data available to the following:

- Leeds Trinity staff, the Students' Union, the University of Leeds and partnership schools/employers who require information for administrative and support purposes and attachment arrangements
- DfEE, HEFCE, HESA, NCTL and QAA for statistical and funding purposes
- HEFCE's appointed agent for the purposes of the National Student Survey. Please note this agent may contact you directly in writing, e-mail or by telephone
- Local Education Authorities, the Student Loans Company and other sponsors
- Police (in circumstances such as for the prevention or detection of crime or where required by law)
- Benefits Agency (where it is in the interest of the student or for the prevention of fraud)
- Local Taxation Offices (where it is in the interest of the student or for the prevention of fraud)
- Validating and professional bodies

Specific information on progress and attendance may also be provided in the form of confidential references relating to applications for employment, training or education.

### **Assessment and Degree Results**

You will be entitled to receive information about your results for both coursework and examinations. The deadlines for release of results are published on the Key Dates section of the Leeds Trinity website. Please note that, if you have any debts to Leeds Trinity you will not be eligible to progress to the next level of your studies or to receive your final award (i.e. you will not be permitted a certificate, a transcript or attendance at a degree ceremony).

Information on final degree classifications is regarded as public information and will be published as such.

## **Your Responsibilities**

You are expected to assist Leeds Trinity in complying with the Data Protection Act by providing accurate and up to date information at registration each year, and by informing Registry Services promptly of any changes in the personal information we hold about you (e.g. change of name, address). You should also ensure that you refer to the correct procedures if you wish to change your registration (e.g. withdrawal, approved change of programme/modules).

## **Data Access**

You are entitled to gain access to information held about you on computer and in our 'structured' manual files, and to know why we have collected the information, what it will be used for and which third parties it may be passed to or seen by.

If you wish to receive information about the personal data that we hold about you, please obtain a Data Request Form from Registry Services. The form should be completed and returned to Registry Services, along with the fee of £10 and proof of identity (student ID card).

Leeds Trinity aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days of receipt of any request.

Any queries regarding the information held about you by Leeds Trinity should be directed to the Academic Registrar. You may also like to visit the Data Protection Commissioner's website at [www.ico.org.uk](http://www.ico.org.uk) .