

## Student privacy notice

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### A. Introduction

The purpose of this notice is to inform students about how the University collects, uses and shares their personal data, and their rights in relation to the personal data we hold.

This notice is available on the University website.

### B. Who is processing personal data

Leeds Trinity University determines why and how your personal data is used and is considered to be the data controller of the personal data. This places legal obligations on the University.

The University is registered with the Information Commissioner's Office as a data controller under the reference Z4817023.

### C. What personal data do we process

Leeds Trinity University processes personal data that is necessary for us to administer and deliver education services to you. This includes:

- information about you and your study and your communications with us including details of your demographic background, education, qualifications and publications
- financial information gathered for the purposes of administering fees and charges, loans, grants, bursaries etc
- copies of passports, visas, and other documents required to ensure compliance with Home Office and other conditions
- photographs and other identification information for student ID cards
- information about your participation and progression in learning and assessment activities
- information about your use of learning materials
- information about your use of University accommodation
- information about your participation in the use of student support and other University services

### **Special category data**

We may also process "special category data" which includes information about your racial or ethnic origin, religious beliefs or other beliefs, sexual orientation, physical or mental health. We may also process information concerning any criminal offences or criminal proceedings.

## **D. The legal basis for processing your personal and special category data**

### **(i) Contract**

We may process your personal data and special category data because it is necessary for us to do so in order to fulfil the contract you enter into with the University when registering as a student or in order to take steps at your request prior to entering into a contract.

The University collects and processes personal information that is necessary to provide the required services to you for the contract and also to meet its legal and statutory obligations in delivering the contract.

### **(ii) Legitimate interests**

We may use and process your personal information where it is necessary for us to pursue our legitimate interests or a third party's legitimate interests. Such legitimate interests can include:

- monitoring attendance at lectures and other learning activities
- the recording of educational activities including lecture capture
- monitoring and investigating the use of IT services to maintain network and information security
- testing our systems to ensure optimum performance
- providing a safe environment involving the prevention and investigation of inappropriate activity
- verifying the accuracy of data that we hold
- analysis of data to evaluate performance throughout the University
- improving our services via staff training
- promoting equality and diversity throughout the university
- recovering money that is owed to us
- staying in touch with you after you graduate

### **(iii) Legal obligation**

We may also process your personal data for our compliance with legal obligations. This can include:

- provision of personal and special category data to regulatory bodies where the University is legally required, in order to fulfil statutory obligations
- compliance with regulatory obligations such as anti-money laundering laws and safeguarding requirements
- assisting with investigations (including criminal investigations) carried out by the police and other competent authorities
- complying with court or other competent authority orders

### **(iv) Vital interests**

The University will only rely on vital interests as a lawful basis for processing your personal data where it is necessary to protect someone's life.

### **(v) Consent**

The University will use consent as a lawful basis for some processing. Where we do so we always provide you with the choice as to whether or not to opt in to such processing.

- We will provide academic references and confirmation of study to prospective employers and to your local authority or council, with your consent.

- We will provide information to the Leeds Trinity Students Union with your consent
- We may process personal data provided by you for a specific purpose or purposes (for example, disability, catering preferences or lifestyle status for event management)

## **E. What we use personal and sensitive data for**

Leeds Trinity University processes your personal and special category data for the following reasons:

- the provision of teaching and associated services (e.g. registration, assessment, graduation)
- maintaining student records
- promoting the welfare of students
- to communicate with you for all matters relevant to your study at the University
- providing library, IT and information services
- administering student finances
- managing University accommodation
- managing the use of University services (e.g. student support services, careers service)
- equal opportunities monitoring
- evaluating the performance and effectiveness of the University including research and statistical analysis
- to meet our compliance and regulatory obligations
- the prevention and detection of crime and assisting investigations carried out by relevant authorities
- dealing with disciplinary matters
- dealing with complaints

## **F. Automated decision making**

The University does not make any automated decisions about you using your personal data.

## **G. Who we share your personal data with**

Your data will be shared internally within the University with staff and departments that require the use of the data in order to administer your study and provide University services to you.

Data including your personal and sensitive data will be shared externally where the University has a legitimate need to do so in fulfilling the contract the University has with you or has a legal obligation to provide data. The following list provides examples of the most common occasions on which it is necessary to share your data.

- We will share some personal data (including your name, date of birth, email address, programme and level of study, start and end date and gender) with the Leeds Trinity Students' Union (LTSU) if you have provided your consent at registration for your first year of study of your current programme. LTSU use this information to communicate with you to provide services to you as a member of LTSU. The sharing of data between the University and LTSU is covered by a data sharing agreement. You can opt out at any time from LTSU holding your data through eVision.
- Other regulatory bodies that the University is legally required to provide data to including Higher Education Statistics Agency <sup>1</sup> (HESA), Office for Students (OfS), Education and Skills Funding Agency (ESFA), National College for Teaching and Learning (NCTL), Student Loans Company, Quality Assurance Agency for Higher Education (QAA), Office for Standards in Education (OFSTED) and subject specific accreditation organisations. This may also include providing details to organisations representing those bodies e.g. OfS use Ipsos Mori to conduct the National Students' Survey for which the University is required to provide the contact details of its students.
- We will provide information to the police and other enforcement agencies in the event of an emergency or where required to assist the prevention or detection of crime.

- The University may also pass information about a student to an appropriate third party where there is concern about the welfare of a student to safeguard the interests of the student.
- We will provide information to UK Visas and Immigration (UKVI) where required in relation to students holding tier 4 visas.
- Employers and organisations with whom placements are arranged as part of your programme of study in order to facilitate the placement.
- Employers of students studying on a Higher Apprenticeships programme.
- Other institutions when delivering provision in collaboration with Leeds Trinity University.
- References to potential employers and other education institutions where the student has named the University or a staff member as a referee.
- Professional bodies where appropriate for the programme of study to validate and accredit qualifications.
- To confirm students council tax exemption with local authorities
- We will share some personal data with our external supplier for the purpose of providing graduation gowns required for attendance at graduation ceremonies.

<sup>1</sup>HESA Student Collection Notices can be found at:

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

## **H. Changes to your personal data**

It is the responsibility of the student to notify the University as soon as possible if any of the data held about them needs to be updated or is incorrect. The University provides an opportunity annually for you as a student to check your details through the registration process and also requires students to use eVision to notify changes more promptly.

## **I. Will your data be sent or stored abroad?**

Some of the personal data we process about you may be transferred to, and stored at, a destination outside the European Economic Area (EEA), for example where personal data is processed by one of our software suppliers who is based outside the EEA or who uses data storage facilities outside the EEA.

In these circumstances, your personal data will only be transferred where the transfer is subject to one or more of the appropriate safeguards for international transfers prescribed by applicable law (e.g. standard data protection clauses adopted by the European Commission); a European Commission decision provides that the country or territory to which the transfer is made ensures an adequate level of protection.

## **J. How long do we keep your personal data?**

The University will retain personal data for no longer than is necessary to fulfil its contractual and regulatory obligations in line with our retention schedule available [here](#).

The University's Alumni Department will also retain a record after you graduate if you have opted to become an Alumni member. This information will be used for alumni activities and keeping you informed of services and events provided by the University for alumni.

## **K. How you can access personal information the University holds about you and other rights you have**

### **1. The right to be informed**

You have the right to be informed about the collection and use of your personal data and this privacy notice is part of the transparency requirements of data protection legislation.

## 2. Right of access

You have a right of access to your own personal data held by the University. Most data held about you is available for you to view online through eVision whilst a student of the University. Furthermore, a request to see the personal data held by the University can be made through a Subject Access Request. Further information about how to request this is available [here](#).

## 3. The right to rectification

You have the right to have inaccurate personal data held by the University rectified, or completed if it is incomplete. This can be done through eVision or by contacting the Student Administration team at: [studentadmin@leedstrinity.ac.uk](mailto:studentadmin@leedstrinity.ac.uk).

## 4. The right to erasure

Once personal data collected by the University is no longer necessary for the purpose for which it was collected and processed, you may have the right to have the data erased. The University manages the retention period of data held through its retention schedule.

## 5. The rights to restrict processing and to object to processing

In certain circumstances you have the right to restrict the processing of your personal data. This is likely to arise when there is an issue concerning the accuracy or the legitimate grounds for processing of the personal data.

## 6. The right to object to processing

You have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics.

The University will stop processing the personal data unless there are compelling legitimate grounds for the processing, which override your interests, rights and freedoms.

## 7. Rights to data portability

You have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format. The University will respond to any Subject Access Requests in compliance with this. Further information about how to request this is available [here](#).

### Note:

Detailed guidance on all of the rights you have with regard to the personal data that we hold and process about you is available on the ICO website here - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

## L. Contact us

If you have any queries about this privacy notice or how we process your personal data you can contact us at: [studentadmin@leedstrinity.ac.uk](mailto:studentadmin@leedstrinity.ac.uk)

If you are not satisfied with how we are processing your personal data please contact us. You can also report a concern about how your information has been handled to the Information Commissioner - <https://ico.org.uk/concerns/handling/>.