



## **DATA PROTECTION STATEMENT FOR STUDENTS 2019-20**

The University processes data about you for a variety of purposes, involving all aspects of the administration of your education, associated financial matters, use of University facilities and for the purpose of equal opportunities monitoring.

The University will use your contact details to keep you informed of events relevant to your studies and in emergencies, e.g. building closures. It is not possible to list all of the uses to which the University will put your personal data or to list all of the bodies with which we might have to share your personal data. However, examples follow of when the University will release data about you to third parties 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.

This statement should be read in association with the University's Privacy Policy. This is available on the website at <https://www.marjon.ac.uk/cookies-and-privacy>.

### **The Students' Union**

We will share your contact details, student number, course and study details with the University's Students' Union (MSU) in order to help MSU to communicate effectively with you.

### **Prevention or detection of a crime**

We will provide data on request to the police and other enforcement agencies in emergencies and where crime detection or prevention can be aided by its release. The University has an agreement with Plymouth City Council and will disclose relevant information regarding students at the University for the purpose of detection and prevention of crime, disorder, nuisance and anti-social behaviour issues.

### **Government Education Departments**

We are required to pass some data to government education departments, the Quality Assurance Agency (QAA), and to representatives of these bodies such as auditors.

### **Office for Students**

We may be required to provide data to the Office for Students (OfS) or to other bodies acting on behalf of the OfS. One such example would be where the University is required to provide student contact details for the National Student Survey. Students are required to provide details of their highest qualifications on entry to the University and this information is recorded on the University's student database. The University and others (e.g. OfS) may check this information with the Higher Education Statistics Agency (HESA) or other institutions to confirm the qualifications obtained.

### **Higher Education Statistics Agency**

Data may be released to third parties in relation to financial matters associated with your education. We are required to pass data about you to HESA and some of this data will be passed to other statutory bodies involved with the funding of education. Further information on how your Student Record may be used by HESA can be found at [www.hesa.ac.uk/collection-notice](http://www.hesa.ac.uk/collection-notice).

### **Local Authorities**

The University provides confirmation of student status to Council Tax offices for the purpose of confirming eligibility for council tax exemption. It may also share student details with Plymouth City Council's Electoral Registration Office so that students can take part in elections.

### **Turnitin**

The University uses the TurnitinUK© anti-plagiarism software that could involve some personal data being released to other HE institutions for comparison purposes.

### **Retention**

Data is extracted on a regular basis from system event logs of digital and electronic resources within the University used by students, to assess the level of student engagement. The data forming the engagement report specifically includes the last registered attendance through the CheckIn system, the last date of submission through Turnitin and the last date of access to the virtual learning environment. Student data is also kept on Future Online/Abintegro to ensure that Personal Development Tutors have access to the necessary information to support students. We may also use the data we collect to comply with our reporting obligations to external agencies.

### **Sponsors, professional bodies, loan providers and debt recovery**

Where students are enrolled on courses which are accredited by professional bodies, some identifying data may be passed to the appropriate professional body in order for students to be registered with that professional body. Where students are sponsored by, for example, their employer or embassy or the NHS, the University will provide details of attendance and attainment to the sponsor on request. Personal information may be disclosed to third parties attempting to recover debt on behalf of the University where internal procedures have failed. Data will be provided to the Student Loans Company.

## **Placements**

Necessary personal details, including the results of Disclosure and Barring Service checks, will be passed to placement providers for the purpose of administering the placement and for educational and assessment purposes.

## **Annual Safeguarding Declaration**

To meet DfE and OfSTED requirements, all ITT students are required to complete an annual safeguarding declaration. This data is held by the University for a period of seven years after the completion date of the programme of study.

## **Student Support**

The University's Student Support team keeps records of significant interactions with students. These are held confidentially within Student Support in line with the University's record retention policy.

## **Potential employers, employment agencies and other educational establishments**

We will normally provide academic references without your prior consent, providing the request is in writing from a bona fide employer or agency. The information disclosed will usually comprise attendance and award details. You will have the right to see a copy of any such reference on request. If you would prefer to grant consent each time a reference is sought, please e-mail [dpandfoi@marjon.ac.uk](mailto:dpandfoi@marjon.ac.uk): however, in the event of any such arrangement we will not be able to provide references if you fail to inform us of any changes to your contact details.

## **Alumni**

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 (emails or text messages) please e-mail [dpandfoi@marjon.ac.uk](mailto:dpandfoi@marjon.ac.uk).

## **Parents, guardians and friends**

The University will not release data to any unauthorised third person except where you ask us to or the information has to be released by law. If you wish us to provide data in these circumstances you must provide us with written consent to release the data. Other than in exceptional circumstances which severely impact on your health and well-being, the University will not disclose personal information to any third person. This includes parents, guardians or other relatives, partners, friends and colleagues.

### **Your responsibilities**

You need to ensure that the personal information provided to the University is accurate and up to date. Under the Data Protection Act 2018 you can request a copy of the data the University holds about you. Information on how to access this data can be found at <http://www.marjon.ac.uk/about-marjon/data-protection/data-subject-access-requests>.

If you require any further information please e-mail [dpandfoi@marjon.ac.uk](mailto:dpandfoi@marjon.ac.uk).

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