

DATA PROCESSING CONSENT NOTICE



1. The University of Gloucestershire's Data Consent Notice is reviewed regularly and is made available to students when an offer is made to study and via the annual enrolment process or via the University of Gloucestershire's website. This Data Processing Consent Notice applies to all applicants receiving offers and students enrolling on programmes from 1 August 2017.
2. In accepting this Notice, students also agree to acknowledge new notices as they are made available and accept their content to allow for the continued enrolment at the University.
3. In order to process personal data relating to its students and applicants, the University of Gloucestershire is registered with the Information Commissioner's Office (ICO) - a statutory requirement for organisations that process personal information. All student data collected is processed in accordance with the Data Protection Act (DPA) 1998 and the University's Data Protection Policy.

Student Responsibilities

4. In accepting this Notice you acknowledge that it is your responsibility to ensure that your personal data is kept up-to-date. Students have an opportunity to access and amend data during the annual enrolment process and throughout the year via University's Student Records Online facility.
5. In accepting this Notice you agree that any personal data collected by you in the course of your University studies must be held in accordance with the Data Protection Principles.

Use of Student Personal Information

6. The data collected during application and enrolment will be processed for the following purposes:
 - The recruitment of students and support through the application process, including management of the Disclosure Baring Service, immigration compliance, fee assessment and assessment for Accreditation of Prior Learning
 - The provision and maintenance of university owned facilities and accommodation, and support for students finding privately owned accommodation
 - The provision of teaching, assessment and academic support services.
 - The provision of library and IT services, including the production of a University Identity Card.
 - The provision of student welfare services, including counselling, support for students with disabilities, chaplaincy services, careers and financial advice
 - The provision of graduation and alumni services
 - Health and safety purposes
 - Data analysis for internal reporting and to meet external reporting obligations (see point 7 below)
 - To keep students informed about specific funding, sponsorship opportunities, services or products
 - For marketing or surveying purpose
7. Personal information will only be made available to University of Gloucestershire staff members who require the data to perform their duties. Student data is stored securely to prevent unauthorised disclosure or processing of personal data. Information about criminal offences, health, disability, ethnicity, sexual life and religion constitutes sensitive personal data (as defined within s.2 of the DPA) and is afforded an extra level of security and confidentiality. Appropriate measures have been incorporated to provide against breaches of the DPA, as well as breaches of security.

Sharing Student Information with Third Parties

8. In order to fulfil its responsibilities, or to process student data on its behalf, the University of Gloucestershire will share some personal data with third party organisations in circumstances where an

agreement has been established or it is legitimate to do so under the DPA. The following is an indicative list of the external bodies where personal data is shared to meet government requirements:

- University of Gloucestershire Students' Union
- Higher Education Statistics Agency (HESA)
- Students Loan Company (SLC)
- Local Education Authorities
- Local Councils for Council Tax purposes
- Electoral Registration Office
- Home Office - UK Visas and Immigration
- National College for Teaching and Leadership (NCTL)
- Higher Education Funding Council for England (HEFCE)
- General Social Care Council (GSCC)
- Turnitin® UK (subsidiary of iParadigms, LLC)
- Higher Education Degree Check (HEDD)
- Gradintel (Olivedon Ltd.)

This is not an exhaustive list and such third parties may have access to student data only for the purpose of performing their function. Any disclosures to third parties not listed here will be made only where there is a legitimate reason to do so and in accordance with the DPA.

9. Personal data shared with the **Higher Education Statistics Agency (HESA)** also includes information supplied by the student when completing the HESA Destination of Leavers from Higher Education (DHLE) survey on completion of their course. For full details please go to the [HESA website](#) or refer to the [HESA Collection Notices](#) which outline the uses of HESA data. For further information please contact [HESA](#) online or by writing to, 95 The Promenade, Cheltenham, GL50 1HZ.
10. The University has implemented Learning Analytics, a system to review the information it holds on students to give them a greater awareness of how they are studying. The Learning Analytics system makes statistical analyses of how each student is using the various IT systems provided for their studies. It provides a guide to the student on how they compare to their peer group and identifies students that would benefit from personalised interventions. All of the information is for the student's benefit and is not used in the assessment of a student's academic work. Further information can be found in the [Learning Analytics Policy](#)
11. The University is also required to pass on contact details for relevant students to the **Higher Education Funding Council for England (HEFCE)**, or its agents, for the purpose of conducting the National Student Survey (NSS). This includes the student's home telephone number. If this is an ex-directory number which is unacceptable to disclose, it is the student's responsibility to provide an alternative telephone number. Students may be contacted directly by HEFCE, or its agents, in relation to the Survey. Once the data has been shared, HEFCE will then control the data under the terms of their Data Protection Registration.
12. The University will only disclose a student's personal information to those identified as 'next of kin' or the person to contact in the case of an emergency. In other circumstances, a student's personal information will not be disclosed to other parties including parents, guardians or sponsors without the prior consent of the student, except in the circumstances laid out in this document.
13. The University will publish the names of students and the awards obtained in commemorative graduation literature. Photographs of individual students during their course of study and at their graduation may be taken for use in University publications. Student consent will be obtained for all photographs of individuals and small groups. In the case of large group photographs and crowd-scenes, a clear communication will be given to indicate that photographs may be taken and the University will rely on this Data Consent Notice as signifying the permission of the individuals involved.
14. Upon completion of a course, personal data will be transferred to the University's Alumni Office who may use it for promotional marketing and fundraising activities.

Further Information and Contact Details

15. In the case of those found to have acted fraudulently at application or during their studies, the University reserves the right to withdraw students from their programme and report matters to authorities deemed appropriated by the University including, but not exclusively, the Home Office, UCAS and the Student Loan Company.
16. The University is registered with the Information Commissioner's Office to pass details to solicitors and/or debt collection agencies.
17. Any queries regarding the use of personal data or details on how to access the data held about a student should be sent to the University's Data Protection Officer.