

LEEDS BECKETT UNIVERSITY

STUDENT PRIVACY NOTICE

Our University's use of your personal information.

1. Why you need to read this document

- So that you understand how our University will use the personal information which you provide us with;
- So that you know what your rights are in relation to accessing information our University holds on you;
- So that you can make choices about whether or not you want us to use certain types of information about yourself for particular purposes;
- So that, if it applies to you, you can decide whether or not to give your explicit consent for our University to use sensitive personal information about you.

2. The law

Leeds Beckett University is a Data Controller in relation to the personal information that we collect from you so that we're able to provide courses and services to you. This means that we determine the way in which your personal information is used and the purposes for which it's used. In collecting and using information that you give us about yourself, our University is regulated by law. The key piece of legislation is the Data Protection Act 2018. We are also guided by the Information Commissioner (who oversees the operation of the law).

The purpose of the Act is to ensure that we have adequate safeguards in place to protect your personal information and that we use it appropriately. This document sets out the rights of students as individuals under the Act and our University as Data Controller. 'Students' will include intending, registered, absent/temporarily withdrawn and former students of our University.

3. Holding and using personal information about students

Our University will make sure that the personal information we hold about you is:

- collected only for the specific purposes that we tell you about;
- adequate, relevant and limited to the purposes intended;
- kept secure at all times;
- accurate and, where necessary, kept up to date (to the extent that you help us achieve this – see Paragraphs 25 - 33 of the [Leeds Beckett University Student Contract](#) for details of what is required of you);
- used only for the purposes allowed by law;
- kept only for as long as is necessary;

- not transferred outside the European Economic Area unless an adequate level of protection for your rights and freedoms is available, or you give your express written consent for this to happen.

4. Your rights

A range of rights is available to you in relation to your personal information. These are the right to:

- access your personal information;
- be informed about how we use it;
- have errors corrected;
- erasure (“right to be forgotten”);
- restrict processing;
- receive your personal information in your preferred format;
- object to automated decision making, including profiling;
- object to processing where we believe we have a legitimate interest or are required to perform a public task;
- object to processing for purposes of direct marketing.

Throughout this document, we will explain how you can exercise your rights.

5. Data: ordinary personal data and special category personal data

The law deals in terms of “personal data”. For our purposes, “personal data” is any information about you which we use or store. The Data Protection Act distinguishes between the ordinary personal data and the special category personal data that you give to us. Your name, address, email address, IP address and telephone number are examples of ordinary personal data.

Special category personal data includes information to do with your racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical and mental health, sex life, genetic data and biometric data. Under the Act our University has more onerous obligations to you over how it stores and uses special category personal data and must have your explicit consent to do so.

6. Criminal offences

Information about criminal charges, proceedings or convictions will be handled in accordance with the requirements of the Data Protection Act and the University’s Policy for applicants declaring criminal convictions.

7. Our University’s use of your personal information

7.1 Information our University needs to operate as a provider of higher education and/or to fulfil our contract with you and/or because we have a legal obligation to meet:

7.1.1 There is some information our University has to obtain from you and use in order to be able to conduct our core business as a university, fulfil our contract with you and to meet our legal requirements. We must use your personal information for:

- a) admission to, registration for, and administration of, your studies;
- b) academic assessment and examination;
- c) administration of requests for the review of an academic decision, academic appeals, complaints and grievances;
- d) publication of awards;
- e) provision of learning, library and information services;
- f) provision of University owned or managed accommodation services;
- g) attendance and engagement monitoring via the Student Engagement and Monitoring System;
- h) provision of the university's Student and Graduate Futures Service;
- i) provision of services to students including Wellbeing, Disability Advice and Student Money Advice;
- j) processing of accounts and fees and recovery of debt;
- k) assessment for financial support;
- l) administration of employment contracts where the student is employed by our University;
- m) research and statistical analyses;
- n) production of statistical returns required by certain third-party bodies, such as (but not exclusively) the [Higher Education Statistics Agency](#), the Office for Students (OfS), the Education & Skills Funding Agency, Quality Assurance Agency, National Health Service and Training & Development Agency;
- o) supply of limited data on full-time students to the Council Tax offices of local authorities to assist them in their assessment of eligibility for Council Tax exemption;
- p) use of closed circuit television (CCTV) to protect students and employees and their belongings and university premises;
- q) administration of university policies, regulations, procedures and codes of practice that apply to students;
- r) plagiarism detection and activities related to academic integrity; provision of placements where applicable.

7.1.2 Our University will also disclose personal information to third parties for their use, where we are required to do so as a University or to fulfil our obligations to you under the student contract, as follows:

- a) to external examiners for the purposes of assessment;
- b) to professional bodies where registration with them is related to, or a requirement of, a student's studies;
- c) to other bodies involved in the delivery of the course or programme, eg affiliated organisations, for the purpose of statistical analysis, assessment, administration and award; and exchange institutions;
- d) to the [Higher Education Statistics Agency](#), National Health Service, Training & Development Agency, the Council Tax offices of local authorities, funding bodies (particularly the OfS and ESFA), government departments or their agencies and other authorised users (including academic researchers, commercial organisations and survey contractors) for the creation, analysis and publication of student statistics and / or to enable them to carry out their statutory or contractual functions as applicable, including those connected with funding higher education; to the Department for Education's Disabled Students Allowances Quality Assurance Group (DSA QAG) for the audit of our assessment centre and DSA;
- e) to the Home Office, national governmental and regulatory bodies in connection with the assessment of students' status;
- f) to market research organisations for the purpose of conducting the National Student Survey;

- g) to the emergency contact provided and the emergency services where there is an emergency situation e.g. illness, serious injury to the student or bereavement;
- h) to the Government or their respective agents to test whether you have been reported on earlier [HESA](#) or individualised learner (ILR) returns of other institutions and to contact those other institutions for confirmation and verification of any qualifications obtained;
- i) to approved suppliers for the assessment and support of disabilities;
- j) to Occupational Health services for the assessment of fitness to study and/or attend placement;
- k) to the police, emergency services or other regulatory body (including the Disclosure & Barring Service) in connection with the investigation or disclosure of a suspected or reported crime or the verification of identity;
- l) to government and regulatory bodies for the purpose of gathering census or other information including the assessment of fees payable;
- m) to local authorities for the purpose of electoral registration in accordance with the requirements of the Higher Education & Research Act 2017;
- n) to our University's legal advisers and insurers for handling legal, regulatory and insurance cases, if and when they arise;
- o) to third parties which undertake on our University's behalf a plagiarism detection service;
- p) to third parties (including medical practitioners) cited by students in support of extenuating circumstances claims as part of the academic assessment process;
- q) to the Office of the Independent Adjudicator for Higher Education in cases of complaint against our University;
- r) to the Leeds Beckett University Students' Union for direct mailing about union activities, societies and events, administration of union membership and membership rights, and provision of advice on welfare and other issues and to enable the union to comply with its responsibilities under the Companies Act 2006;
- s) to third parties which undertake on our University's behalf debt collection services.
- t) to third parties which undertake on our University's behalf the provision of learning and information services and IT support (including the provision of an email service for students with associated applications); this includes Google for the provision of the Google Apps service; Microsoft for the provision of Office 365; and to Blackboard for the hosting of the MyBeckett platform;
- u) to third parties which provide technical support in the provision of our University's student card service.

Where we share your personal information with a third party, it will be limited only to that information which is necessary for the purpose.

7.1.3 Our university considers that the Leeds Beckett University Students' Union plays an important role in student life and your enrolment with our university will automatically enrol you with the Leeds Beckett University Students' Union. For this purpose our university will, on your first year of admission as a student of our university, provide them with your contact details and basic course details, as a result of which the Leeds Beckett University Students' Union may contact you within a short time of you enrolling with our university to:

- a) give you important information about eligibility for membership and voting rights regarding Leeds Beckett University Students' Union elections, wellbeing and advisory services and information relating to study or career opportunities; and/or
- b) ask for your preferences regarding their direct marketing activities and obtain your agreement to this (it is entirely optional as to whether you agree to such direct marketing).

Please email: su-reception@leedsbeckett.ac.uk for details of what to do if you do not wish to remain a member of the Leeds Beckett University Students' Union.

7.2 The use of your personal information for purposes which we think are important but which you can opt out of:

7.2.1 We routinely use students' personal information for purposes which are not essential to the operation of our University's core business as an education provider but which we consider to be in the University's legitimate interests. Under the Act you have a right to notify us that you do not want your personal information to be used for such purposes or disclosed to third parties. These purposes are as follows:

- a) administration of our University's alumni relations. We consider you a lifelong member of Leeds Beckett University and will keep in touch with you from time to time about our work and things you may be interested in as a key stakeholder in our university community. As well as keeping you up to date with university news, we'll use your personal information to contact you with details of services and benefits that are available to you and to let you know about alumni events and fundraising activities. For more details about how we use your personal information for our alumni relations activities, please see the [Alumni Privacy Notice](#);
- b) direct mailing of university publications detailing university activities and events organised for students;
- c) publication of marks and inclusion of students in results lists;
- d) host mailing of services or career opportunities that our University believes may be of interest to students.

Personal information may also be disclosed by our University to, and be used by, a third party for the following purposes:

- e) to professional and industrial bodies wishing to communicate with students about career opportunities and membership of their body;
- f) to direct mail agencies which may assist our University in the administration of mailing to students;
- g) to third parties which maintain a database of former students' assessed work in support of plagiarism detection activities (see also 7.1.2(o) above)*;
- h) in connection with the operation of various loyalty card reward schemes run on behalf of our University**.

If you want to exercise your opt-out rights in connection with any of the above please notify the University Secretary in writing.

*You may opt out of having your personal details maintained by the service provider once you cease to be a student of our University.

**If, however, you opt out, our University will be unable to provide you with this service.

7.3 Use of special category personal data

Our University must collect and process special category personal information about students in order to conduct its core business as an education provider and to meet legal requirements:

- a) for the assessment of, and provision of, services for disabled students;
- b) to professional bodies where registration with that body is related to, or a requirement of, the student's studies;
- c) for admission to, and the administration of, student courses/programmes of study;
- d) for the processing of requests for mitigation;
- e) to other institutions involved in the delivery of the course or programme of study;
- f) to the [Higher Education Statistics Agency](#), funding bodies, government departments or their agencies and other authorised users (including academic researchers, commercial organisations and survey contractors) for the analysis and publication of student statistics and / or to enable them to carry out their statutory or contractual functions as applicable, including those connected with funding higher education;
- g) where required, to the police or other agencies in connection with particular programmes of study or before certain placements;
- h) to the emergency contact provided/emergency services in an emergency;
- i) to the police or other regulatory bodies (including the Disclosure & Barring Service) in connection with the investigation or disclosure of a suspected or reported crime or the verification of identity;
- j) to our University's designated occupational health consultant/psychiatrist for assessing a student's fitness to study (where required, under our University's *Protocol on handling cases of alleged student misconduct in which mental illness may be a factor* and/or our University's *Policy, regulations and procedures relating to professional suitability or professional misconduct*), in accordance with other relevant university policies.

For other purposes, our University should seek your express written consent before it processes special category personal information.

8. Access to your own personal data held by our University

With one or two exceptions, you have the right to access your personal data. If you want to request some or all of the information we hold on you, you should call 0113 812 3410 (the Compliance & Casework team). This office will supply you with the appropriate form. You should complete and return the form to the address provided, enclosing proof of your identity. Disclosure of the information requested will be in accordance with the Data Protection Act.

9. Further requests for personal information

It is possible that during your time here as a student, university staff may seek other personal information from you, or similar information for a different purpose. If you have any concerns about any such requests, you can seek advice from the University Secretary's Office.

10. Records retention

Your personal information will be retained in accordance with the retention periods set out in the University's records retention schedule.

11. Contacts

For advice, or if you have any concerns about the University's use of your personal information, please contact the Compliance & Casework team on 812 3410 or email: legal@leedsbeckett.ac.uk.

12. Complaints

If you are unhappy with the University's use of your personal information, please contact us in the first instance so that we can try to put it right. If you are not satisfied with our response, or prefer to report your concerns directly to the supervising authority for data protection matters, you may make a complaint to the Information Commissioner's Office on 0303 123 1113 or in writing at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.