

Data Protection Statement: Students

2011/2012

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Data Protection Statement: Students 2011/2012		
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Data Protection Statement: Students 2011/2012

The University of Portsmouth **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 of Portsmouth 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, nor to list all of the bodies with whom we might have to share your personal data, but the following are examples 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**:

- We will share your contact details and student number with the Students' Union (SU) in order to help the SU to communicate effectively with you.
- 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.
- 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. We will also provide data on request to Portsmouth City Council's Pollution Control team and Anti-Social Behaviour Unit for the purposes of detection and prevention of anti social behaviour issues in both residential halls and private accommodation.
- We may be required to provide data to the Higher Education Funding Council (HEFCE) or to other bodies acting on HEFCE's behalf. 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. HEFCE) may check this information with the Higher Education Statistics Agency (HESA) or other institutions to confirm the qualifications obtained.
- 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 will be passed to other statutory bodies involved with the funding of education. We will also provide data to the Student Loan Company and to your Local Education Authority. If necessary the University will also release data to parties involved in the recovery of debts to the University.
- The University provides confirmation of student status to Portsmouth City Council for the purpose of confirming eligibility for council tax exemption.
- Data may also be released to the University's Campus Card supplier, for use in the production of your Campus Card.
- The University uses the TurnitinUK© **anti-plagiarism software** that could involve some personal data being released to other HE institutions for comparison purposes.
- Where students are sponsored by, for example, their employer or embassy, the University will provide details of attendance and attainment to the sponsor on request.
- 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 contact the University's Data Protection Officer – contact details are given at the end of this Statement.

The University will not release data to any **unauthorised** third person except where you ask us to. This means that we will not release data to banks, friends, relatives (including parents), etc., without your agreement. If you wish us to provide data in these circumstances you should provide us with written consent to release the data.

It is **your responsibility** to inform us as soon as possible if data we hold about you requires updating. We will provide an annual opportunity for you to check your data through the registration process. We also collect, at registration, the contact details of a person nominated by you for emergency contact purposes. You must notify them that we are holding this data which will only be used in an emergency.

We will retain your full student record for six years after you have left the University so that we can fulfil our function of recording details of the awards we make, and provide details of your education and **references** when asked to do so. After these six years we will only retain transcript data in order to confirm details of your award.

You are entitled to request **a copy of the data we hold about you**. You are also entitled to raise an objection where the processing of data we hold about you is likely to cause you damage or distress.

If you require any further information on, or wish to object to, any of the uses to which we put your data, you should contact Samantha Hill, the **University's Data Protection Officer** on 023 9284 3642 or samantha.hill@port.ac.uk.

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