

Section 2

DATA PROTECTION ACT 1998

1. The University needs to process data about you that relates to your being a student of the University subject to its regulations, policies and procedures. For example, the University will create and maintain your student record which includes data concerning your basic biographical details, admission to the University, your course of study and your academic results. Such processing will be in accordance with the Data Protection Act 1998 (full text at <http://www.legislation.gov.uk/ukpga/1998/29>) and with the University's Data Protection Policy.

The Act concerns the *processing of personal data and sensitive personal data* relating to individuals, including the holding, use and disclosure of such information. The University complies with those provisions to ensure that data about you is processed fairly, and a description of the types of processing it undertakes can be found by searching the public register of data controllers available from http://www.ico.gov.uk/tools_and_resources/register_of_datacontrollers.aspx.

2. The processing of some data is required so that the University can fulfil its obligations to third parties such as the Higher Education Funding Council for England (HEFCE) and student loan companies, together with other relevant bodies or individuals.
3. The processing of some data may be undertaken on the University's behalf by an organisation contracted for that purpose. Such organisations will be bound by an obligation to process data in accordance with the Data Protection Act and any specific contractual arrangements with the University. The minimum personal information necessary for the fulfilling of that contract will be passed on. These organisations include (but are not necessarily limited to):
 - i) Microsoft Live@edu, for the provision of your University email account;
 - ii) for students studying at partner institutions, the partner institution itself;
 - iii) iParadigms, which provides Turnitin UK plagiarism detection service. As part of the University's participation in the Service which includes Turnitin and Grademark, it is necessary for the personal data relating to students who submit work to the Service to be disclosed to the service provider iParadigms and transferred to countries not governed by EU Data Protection legislation. iParadigms is bound by terms of contract to abide at all times by the Data Protection Act 1998. Information for students about the service is available from <http://www.plagiarismadvice.org>
Students agree that where services including Turnitin and Grademark are used as part of their course that all required papers may be subject to submission for textual similarity review to iParadigms for the detection of plagiarism. All submitted papers will be included as source documents in the iParadigms reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin UK service shall be subject to such

Terms and Conditions of Use as may be agreed between iParadigms and the University from time to time and posted at <http://submit.ac.uk>.

- iv) Northumbria University (on behalf of the NorMAN Consortium), for the provision of round the clock IT support;
 - v) the organisation that has been contracted to carry out the National Student Survey. That organisation will use your details only for that purpose, and will then delete them. About six months after you graduate, we will contact you to ask you to fill in the HESA 'Destination of Leavers from HE' survey. We will not give your contact details to HESA. You might be included in a sample of leavers who are surveyed again a few years after they graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose, and will then delete them. (If you do not want to take part in this second survey, please let us know.)
 - vi) When you search for and/or access bibliographic resources such as journal articles, your request may be routed through the UK OpenURL Router Service (openurl.ac.uk), which is administered by EDINA at the University of Edinburgh. The Router service captures and anonymises activity data which are then included in an aggregation of data about use of bibliographic resources throughout UK Higher Education (UK HE). The aggregation is used as the basis of services for users in UK HE and is made available to the public so that others may use it as the basis of services. The aggregation contains no information that could identify you as an individual.
 - vii) Qualification Check (after you graduate), for the verification (eg. by potential employers and other HEIs) of the academic qualifications you gain at the University.
4. The University protects the information it has about students and the standard response to enquiries about individuals is that information cannot be disclosed to other organisations without the student's consent, except to:
- i) University staff who need the information for administrative, teaching assessment, recruitment, marketing or quality assurance purposes and/or other bodies contracted by the University for this purpose eg. Study Group International;
 - ii) the Higher Education Statistics Agency (HESA), as required by statute. This forms your HESA record, which contains details of your ethnic group and any disabilities you have. HESA will pass your HESA record to other related organisations such as DIUS and the TDA; they use the information mainly to produce statistics. This may result in information being published and released to other approved users, including academic researchers and commercial organisations. Your record will not be used in a way that could affect you personally and the organisations will take precautions to reduce the risk of you being identified from the information once it is published and released.

HESA publishes up-to-date information about its use of student data at <http://www.hesa.ac.uk/collection-notice>.

- iii) validating and professional bodies in connection with registration and awards;
- iv) other Higher Education Institutions or government agencies for the verification of your personal data held by the University;
- v) the University's insurers and legal advisers;
- vi) Local Education Authorities, Student Finance England and the Student Loan Company in connection with grants, fees and student loans including in cases of suspected fraud;
- vii) the emergency services, in emergencies and subject to certain conditions;
- viii) the Police, subject to certain conditions;
- ix) the Benefits Agency as required by the Social Security Administration Act 1992;
- x) the UK Border Agency;
- xi) the relevant local authority in relation to the collection of Council Tax;
- xii) your employer for the provision of a National Health Service smartcard (only if you are employed in the National Health Service and are undertaking a course as a requirement of your employment);

and additionally, in the case of specific information on a student's progress, attendance or achievement, only in the following cases:

- xiii) for teaching, examination or assessment purposes;
- xiv) in confidential references in connection with applications for employment or further education;
- xv) in confidential references in connection with current employers;
- xvi) to LEAs, Student Finance England and the Student Loan Company in connection with grants and fees, including in cases of suspected fraud;
- xvii) to sponsors where this is a condition of sponsorship to which you have agreed;
- xviii) for NHS-funded students only, to your NHS employer as well as the Yorkshire and the Humber Strategic Health Authority

When you successfully complete your course, your name and final award received (eg. BA (Hons)) will be included in the programme used at the Awards ceremony

you attend. It may also be used in or on commemorative items or memorabilia (including but not limited to “hoodies”), and may be notified to the local press, you may opt out of this via My Details.

5. Also, from time to time, limited information is given to the following bodies for educational or other beneficial services where you have opted-in:
 - i) the University's Students' Union (basic contact information to enable the Union to provide students with information about its services and where you have given permission for this);
 - ii) Graduate prospects (basic information to enable access to the university's jobShop vacancies, where you have given permission for this);
 - iii) Previous school or college (information relating to your final award, where you have given permission for this);
 - iv) the University's text-messaging alerts service provider (basic information to enable SMS alerts to be sent to you concerning your course, where you have given permission for this);
 - v) Health centre (changes of address, where you have requested this).
6. Our policy regarding confidentiality applies equally to enquiries from parents and other third parties. However should you incur any debt (tax-related or not) while registered as a student at the University, it is likely the University will comply with external requests to disclose personal information about you in relation to the collection of the debt.
7. In order to help us maintain our records, students must:
 - i) provide accurate information at enrolment;
 - ii) inform the University promptly of any changes affecting its records (eg. name/address) and keep personal information up-to-date via My Details;
 - iii) inform the University promptly in writing if they intend to withdraw from study, whether temporarily or permanently.
8. Your image may be taken by the University of Huddersfield but before your image is recorded (on any media) you will be informed in advance that you are “in shot” and will be given time to move out of shot. If you remain in shot, you grant to the University of Huddersfield (and it's assigns, licensees and legal representatives) the irrevocable permission to use your image throughout the world for any of its commercial or non-commercial purposes in all and any media, including without limitation, publicity brochures (e.g. Higher Education prospectus), newspaper editorials and advertisements, leaflets, fliers, websites, CDs, e-mail campaigns and any other e-marketing activity, including publicity for joint ventures or any other partnerships in which the University may be engaged (“the Specified Purpose”); in its original format or edited or altered in any way which the University deems appropriate. You are also deemed to consent to the University storing copies of

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your image for the Specified Purpose. You have the right to ask for your image to be removed and, after such request, the University will not use it in any new material.

9. Students have the right to access the information the University holds on them. Any person who wishes to exercise this right should complete a subject access request form which is available from <http://www2.hud.ac.uk/cls/it/recordsmgt/dataprotection.php#SAR>; the University will make an administration charge of £10 on each occasion that access is requested.
10. The University Legal Officer has overall responsibility for data protection

Ms Michaela Boryslawskyj, University Legal Officer
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