### Data Protection Act 1998

It is your responsibility to ensure that the details you give us are accurate and kept up to date. This is particularly important in relation to your correspondence address and mobile telephone number – do not forget to tell us if these change, using the self-service option on e-vision.

The data which you provide on your enrolment form or in any later data requests will be processed in accordance with the Data Protection Act 1998. It will only be used by the University for the conduct of its legitimate business.

This includes passing information to third parties for relevant and legitimate purposes. For example, relevant information may be passed as required to examination boards, validating bodies, local authorities and other government or higher education agencies. It may also be passed to other agencies in accordance with our statutory requirements; under no circumstances will your data be passed to an agency which does not subscribe to the Data Protection Act, be sold to a third party, or otherwise used for profit.

The University may also use this information to contact you regarding its own products and services.

You should note that we may also share certain details about you with our dedicated Police Community Support team where there is reason to do so, for example in relation to criminal or anti-social behaviour.  This will not include information about your academic progress, but may include your photograph and contact details.

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.

The University’s Data Protection Policy can be accessed through the student portal, MyAUB.

**HESA**

As a higher education student some of the data you supply to the University is sent to the Higher Education Statistics Agency (HESA). This information forms your HESA record.

To find out more about what is included in your HESA record and how this information is used you can visit: [www.hesa.ac.uk/index.php/content/view/141/171/#Student](http://www.hesa.ac.uk/index.php/content/view/141/171/#Student)