

Introduction

The Arts University, as part of its day-to-day business, handles and collects student data: both data collected by the University about students and data provided by students. The process for dealing with this data is outlined below.

This notice covers:

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1 How we use your data

- 1.1 We collect data about you in a number of ways, for example:
- from the information you provide to us when you interact with us before joining, for example when you express your request for information about a course or a prospectus;
 - when you submit your application to study at AUB either direct or via the Universities and Colleges Admissions Service (UCAS);
 - when you communicate with us;
 - in various other ways as you interact with us during your time as a student;
 - from third parties, for example from your previous or current school, sixth form college, university or employers who may provide a reference about you or who may sponsor your studies.
- 1.2 Appendix A details the purposes for which we may use your personal data.
- 1.3 The information we typically hold about you is detailed in our Student Retention Schedule, which is available on the intranet under Compliance. This sets out details of how long we will hold information for and the legal basis for holding it.
- 1.4 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 phone number – do not forget to tell us if these change, using the self-service option on e-vision.
- 1.5 We cannot divulge any personal or sensitive information to anyone else (including parents) without your permission. If you wish to give permission there is a form on e-vision called *third party consent*, which can be accessed from the e-vision home page. Here you can identify people with whom we can share information and specify the type of information, which can be shared such as financial or academic. You can change your mind about giving permission at any time by deleting the details you have put in.
- 1.6 The data, which you provide during the enrolment process or in any later data requests, will be processed in accordance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679). It will only be used by the University for the conduct of its legitimate business.

2 Why we are holding your data?

- 2.1 In order to fulfil our study agreement with you, we have to maintain accurate and up-to-date records of your personal information. By law, we have to share some information about your studies with relevant regulatory bodies. We will only hold sensitive information such as details about your racial or ethnic origin or health with your consent and because it is required to fulfil our obligations to you.
- 2.2 We may process your personal data because it is necessary for the performance of a contract with you. This includes:
- interacting with you before you are enrolled as a student, as part of the admissions process;
 - to provide you with the services as set out in our Student Agreement;
 - to deal with any concerns or feedback you may have.
- 2.3 We may also process your personal data for our compliance with our legal obligations. This includes meeting our compliance and regulatory obligations.
- 2.4 We may also process your personal data where it is necessary for medical purposes or it is necessary to protect your or another person's vital interests.
- 2.5 At times, we will process your personal data because you have given your specific or, where necessary, explicit consent for us to do so.

3 Passing information to third parties

- 3.1 We will sometimes pass information to third parties to fulfil our statutory duties and will provide relevant information to awarding bodies. One example is when the University is required to provide student contact details for the National Student Survey.
- 3.2 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, which creates a Student Record for you, and some of this will be passed to other statutory bodies involved with the funding of education.
To find out more about what is included in your HESA record and how this information is used, you can visit <https://www.hesa.ac.uk/about/website/privacy>
- 3.3 We will 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 Bournemouth Council for the purpose of confirming eligibility for council tax exemption
- 3.4 Data 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 General Data Protection Regulations, be sold to a third party, or otherwise used for profit.
- 3.5 Where students are sponsored by an employer, national government or other source, the University will provide details of attendance and attainment to the sponsor on request.
- 3.6 We may share your data with other third parties if you ask us to do so, for example if you do a student exchange or placement.
- 3.7 For details of the above agencies and other parties data may be shared with, see Appendix B.

4 Marketing and alumni

- 4.1 Personal data will be published in the award ceremony booklet. This information will also be passed to third parties involved in the ceremonies (including our local paper and

commemorative clothing suppliers). All published details will be available on our archive and our website following the relevant graduation events.

- 4.2 You may withhold your consent to your name being published for these purposes when you register online to attend the award ceremony or graduate *in absentia*.
- 4.3 After you have graduated, we will ask you if you wish to be contacted as a member of the Alumni Association or if you wish to receive information about the University's products and services. You are allowed to opt out of receiving these communications at any time.
- 4.4 Your work may be used to promote the University on the website and in other publications.
- 4.5 You may be filmed or photographed while on your course and the course team may put the video or image on the website along with selected work from students. If you do not want to be filmed or photographed, you must make your views clear at the time the filming or photography is taking place.
- 4.6 Students under 18 will **not** be filmed or have their photo used without written permission from parents or guardians.

5 Sharing information with the Police

- 5.1 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.
- 5.2 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.

6 Students' Union

- 6.1 We will share your name, contact details and student number with the Students' Union (SU) in order to help the SU to communicate effectively with you.
- 6.2 The SU use this information to administer membership of the Students' Union. They will also send some of the student data to the National Union of Students ("NUS")
- 6.3 You can opt out of being contacted by the SU and from your data being processed at any time.

7 Retention

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 six years, we will retain a permanent record of you and your achievements at the University.

8 Your rights

8.1 Under the GDPR you have a right to:

- request access to, and copies of, the personal data that we hold about you;
- raise an objection where the processing of data we hold about you is likely to cause you damage or distress.
- require that we cease processing your personal data if the processing is causing you damage or distress;
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal, or require us to delete your data);
- stop us from sending you marketing communications.

8.2 To exercise these rights or if you require any further information or have any queries, please contact the Data Protection Officer dp@aub.ac.uk

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

Appendix A

The purposes for which we may use personal data (including sensitive personal data) we collect from and in relation to our students include:

- recruitment and admissions;
- academic matters, such as:
 - the provision of teaching, learning and research services (e.g. registration, assessment, attendance, managing progress, academic misconduct investigations, certification, graduation);
- maintaining student records;
- assessing your eligibility for bursaries and scholarships, etc.
- providing library, IT and information services;
- non-academic matters in support of our core services, including:
 - providing student support services (e.g. Disability and Additional Learning Support, Careers and Employability Service, Health and Wellbeing Service, Student Medical Centre, personal supervisors and academic departments);
- monitoring equal opportunities;
- safeguarding and promoting the welfare of students;
- ensuring students' safety and security;
- managing student accommodation;
- managing the use of social media;
- administering finance (e.g. fees, scholarships and bursaries);
- other administrative purposes, including:
 - providing operational information (e.g. providing IT support, information about building closures or access restrictions on campus, or safety advice);
 - research and statistical analysis;
 - audits (e.g. to ensure compliance with our regulatory and legal obligations);
- preventing and detecting crime;
- promoting our services (e.g. providing information about summer schools or events);
- dealing with grievances and disciplinary actions;
- dealing with complaints and enquiries.

Appendix B - Organisations we may share information with

OfS/HESA/ESFA

Universities have a statutory obligation to OfS (Office for Students) and the ESFA (Education and Skills Funding Agency) to provide information on how public money they receive is spent. As part of this reporting, every year we will send some of the information we hold about you to HESA (High Education Statistics Agency). [HESA](#) is the official source of data about UK universities, higher education colleges, alternative HE providers, and recognised higher education courses taught at further education institutions in Wales.

HESA information is retained indefinitely by HESA for statistical research purposes.

If you give us information about your disability status, ethnicity, sexual orientation, gender reassignment or religion these may be included in your HESA information and used to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act. Some other sensitive information is used to enable research into the provision of fair access to higher education, for example information as to whether you are a care leaver.

If you are enrolled at a higher education provider in England regulated by the Office for Students your HESA information will include details of any financial support you may receive from us.

Further information is provided in HESA's [Student Collection Notice](#).

The Office for Students Privacy Notice can be found [here](#).

The ESFA Privacy Notice can be found [here](#).

Student Loans Company

The University is obliged to provide some information in respect of your studies to the Student Loans Company which may include your tuition fees, confirmation of enrolment, attendance confirmation at three points in the academic year and if you interrupt or withdraw from your studies and the reasons why. We would provide this if you have applied for a student loan and meet the eligibility criteria to ensure you receive the funding you are eligible for.

Other Funding Providers

The University has an obligation to share certain data with other funding providers such as the NHS Student and Social Work Bursaries, US Department of Education, Department of Veteran's Affairs etc. This data forms part of the agreement you make with your funding provider at the outset.

National Student Survey (NSS)

Your contact details may be passed to survey contractors to carry out the NSS and surveys of student finances, on behalf of some organisations to help carry out public functions connected with education in the UK.

These organisations and their contractors will use your details only for that purpose and will then delete them.

Graduate Outcomes

After you graduate, you will be contacted to complete one or more surveys into the outcomes of higher education and your activities after graduation. These surveys may be undertaken by us or by another specialist organisation contracted for that purpose. If a specialist organisation is used that organisation will receive your contact details but will only use your details for the purpose of asking you to complete the survey, and will then delete them. You may also be contacted as part of an audit to check that we or any contracted organisation have undertaken these surveys properly. Prior to the Outcomes Survey, the University will contact you to verify the contact information held.

Taking part in the NSS, Graduate Outcomes or any other University survey is optional, but your feedback will help improve the student experience for others.

For more information, please see the Student Collection Notice on the [HESA website](#).

UK Visas & Immigration

For overseas, non-UK / EU students only. The University has Tier 4 Sponsor status and has a responsibility to keep certain personal information on Overseas Tier 4 Students. In certain circumstances, it is required to share this information with UK Visas & Immigration (UKVI). Records will be kept as required by [Appendix D](#) of the Sponsor Guidance.

Office of the Independent Adjudicator

If you decide to lodge a complaint with the Office of the Independent Adjudicator (OIA) information relevant to the complaint will be shared with the [OIA](#).

Professional and Regulatory Bodies

Information will be provided to Professional and Regulatory bodies in relation to the confirmation of qualifications, professional registration (including conduct) and the accreditation of courses.

Local Authority

As a student you may be eligible for council tax exemption. If you are eligible, the University is required to provide your details to your relevant local authority. This will be in the form of your name, address and course information as an enrolled student. These details will be provided on the legal basis of the legitimate interests of University in verifying eligibility for student council tax exemption in an efficient manner, and will be for the benefit of students as they will not have to seek verification individually.

Sponsors and employers

If you are being funded to undertake your course by a sponsor or employer then the University may need to pass your personal data, for example in the form of an invoice, progress report or attendance report to that sponsor or employer, as part of your contract with your sponsor or employer.

Placement providers

Where your course requires you to undertake a placement with another organisation, it will be necessary for the University to share some of your information with that provider.

Partner organisations

Where it is necessary in order to deliver a course jointly or collaboratively, or where you have elected to participate in a study abroad opportunity, the University may share your personal data with the partner organisation.

Auditors

Universities have a statutory obligation to be audited each year by a registered statutory audit firm. In addition, to ensure that the University has good corporate governance in place a registered audit firm also carries out internal audits. It is sometimes required that student data is shared or viewed by the auditors to ensure that a thorough audit can be completed. The data shared may include financial, academic or personal data.

Payment System Providers

To allow students to make online payments the University shares student data with their payment system provider, currently WPM. The sharing of this data allows for students to be correctly identified at the point of payment. The data shared includes Student ID, date of birth and invoice data.

Software services

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.