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Student Privacy Notice

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1. CONTENT OF THIS PRIVACY NOTICE

Solent University, as a registered Data Controller, has an obligation to comply with the General Data Protection Regulation (GDPR) and other Data Protection Law.

This privacy notice covers personal data for current Solent University students. It explains what data we collect, our legal basis for doing so, why we collect it, where we collect it from and, where applicable, who we share it with. It also advises you of your rights in regard to the personal data we hold.

2. WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU?

2.1 Apart from the data you have provided in your application, we will process a range of your data, including but not limited to the following examples:

- Name, Date of birth
- Fee Status (e.g. home, EU or overseas)
- Qualifications and English proficiency
- Proof of Identity (e.g. passport)
- Contact Information (Address, Phone, Email etc.)
- Information about whether or not your parents/guardians entered higher education (if applicable, you must notify your parents/guardians that you have shared this information with us)
- National Insurance Number/Unique Learner Number (where required, for example, for apprenticeship students, Campus Jobs)
- Nationality/Place of Birth/Domicile
- UKVI Biometric Residence Permit (BRP) information, Date(s) of Entry to the UK,
- Fees/Payment Information
- Student Funding and Finance information
- Your University assessment and attendance record and usage of University services and systems such as the Library, IT Services, Student Services, Solent Online Learning (SOL)
- Any disciplinary action taken while you are here
- Emergency contacts (you must notify them that you have provided their contact details to us)
- Statutory checks, for example Disclosure and Barring Service, right to work
- A digital photograph which is used primarily for security and access purposes.

We will also collect, as required by law or other regulatory requirement, **sensitive or special category data** such as your ethnic origin, religious belief, health/disability related data and sexual orientation.

Students are required to declare certain criminal convictions, for example, to meet the requirements of professional bodies for specific courses.

2.1 Images

Both your image and voice may be recorded during our use of lecture capture software. Panopto is the system used for recording lectures at teaching locations across the campus and making them available online. Recordings will only be available on Solent On-Line (SOL) course or unit pages. We may also capture your image on CCTV while you are on the University premises. The University has processes in place to protect all students, staff and visitors from any abuse of the CCTV system. We may use CCTV as evidence for internal investigation or share information with law enforcement authorities as required to support criminal investigations.

2.2 Information we receive from other sources

We will receive some information from third parties to whom you've provided consent, for example, funding and sponsorship partners, sponsoring employees, educational institutions, overseas agents, UCAS, and clearing houses, business partners and statutory and regulatory bodies.

2.3 Our university web server automatically collects standard information, including your IP address, browser type, operating system and access times.

3. WHAT IS OUR LEGAL BASIS FOR COLLECTING DATA

Depending on the activity for which your data is used, we will rely on one of several bases for processing:

- That it is necessary **for the performance of a contract with you**. We must maintain your student record; communicate effectively with you, support your education and training, provide services and access to funding.

We monitor your attendance on our electronic attendance system and this allows us to identify when we may be able to offer you support with your studies, and to understand student usage of our resources. We may follow up with you on your attendance record in line with university attendance requirements. We do not make any decisions about your studies solely on the basis of automated processing of data.

- **We must comply with legal obligations**; for example, to meet immigration, health and safety or safeguarding law, equality and diversity monitoring requirements, or to meet our reporting responsibilities to government agencies such as the Office for Students (OfS); the Higher Education Statistics Agency (HESA); the Education and Skills Funding Agency (ESFA). We must fulfil requirements to report Tier 4 student attendance data to the UK Visas and Immigration Authority (UKVI).

We may, exceptionally, be required to share information with law enforcement authorities to support the investigation of a crime.

- **We must perform certain tasks in the public interest.** This includes some aspects of the processing of statistical data in partnership with government agencies.
- The **legitimate interests** of the University, for example, allow the University to maintain its operations by using your personal data. We produce statistics and research for internal and statutory reporting purposes, and operate security, disciplinary, complaint, and quality assurance arrangements.
- **Vital interest** - for example if there is a medical emergency, life or death situation.
- **Consent** - In some cases, we process data only with your consent. For example, to perform additional services (such as well-being services) and to process special category or sensitive data.

We collect some **sensitive or ‘special category’ data**, including, for example, details of your ethnicity or any disability. This enables us to meet our responsibilities under equality and diversity law and to meet our statutory reporting obligations. Disability data will be shared with relevant University staff, with your consent, to enable you to receive support with your studies. Further details about our use of any sensitive personal data will be available at the time of collection.

4. WHEN DO WE COLLECT YOUR PERSONAL DATA?

We collect your personal data at various times:

- When you are a student at the University
We will collect personal data, for example, when you enroll, when you use the University’s services such as the library, IT services or Student Services, the University’s systems such as the portal, attendance systems or Solent Online Learning (SOL) and when you submit work through the online submission system.
- After you have completed your studies:
The University may contact you in connection with surveys such as the Graduate Outcomes Survey. We are required to ensure your contact data are up-to-date and will therefore contact you at various points to fulfil our responsibilities.

5. WHAT DO WE DO WITH YOUR PERSONAL DATA

We collect your personal data so we have information about you while you attend university, in order to provide you with access to courses and facilities while at university and to maintain effective operations. We also collect personal data in connection with your well-being while you are studying with us. Data is collected to fulfil statutory and regulatory obligations.

6. WHO DO WE SHARE YOUR PERSONAL DATA WITH?

We only share personal data when there are lawful grounds for doing so. We may share, for example:

- Limited personal data with the Students' Union. When you enroll at a University you are automatically given membership of the Students' Union since we have a public duty to enable that membership. If you wish to opt out of membership of the Students' Union contact student.registry@solent.ac.uk
- Assessment, attendance and financial data with sponsors, government agencies and current employers.
- Professional bodies for courses which lead to a qualification recognised by them.
- Providers of software, for example, to detect plagiarism using software such as iParadigm known as "Turnitin" and "Feedback Studio".
- Partner organisations and institutions if you undertake a placement or study with them as part of your course.
- Statements of student status may be provided to local authorities to enable your exemption from Council Tax payments and to facilitate your electoral registration
- If you are in receipt of student finance, we are required to notify the Student Loans Company (SLC) about your status with the University. The SLC uses other trading names such as Student Finance England (SFE), Student Finance Wales (SFW) and Student Finance Services. SLC's privacy notice is available on their website https://www.slc.co.uk/media/9880/dps_privacy_notice.pdf.
- If you decide to make on-line payments to us, we will share data with our service provider for validation purposes WPM (<https://www.wpmeducation.com/>)
- Debt collection agencies.
- When you graduate, we will share your name with the company that produces our award certificates. Your full name and degree title, but not your degree classification, will be printed in the graduation booklet. The ceremonies are broadcast live on the web through the University website and are available to view online afterwards. We will also share information with Ede and Ravenscroft to allow you to order the correct academic dress for the Graduation Ceremony. We ask for your consent at the time you access the Graduation Booking app to record and publish your image, publish your name in the local newspaper and on a commemorative t-shirt.
- Statutory bodies including the Office for Students (OfS) <https://www.officeforstudents.org.uk/> the Higher Education Statistics Agency (HESA); further information about the uses for which HESA processes personal data can be found on the HESA Student Collection Notice at; <https://www.hesa.ac.uk/about/regulation/data-protection/notices>

- The University is required to return data for apprentices to the Education and Skills Funding Agency (ESFA). Further information about the uses for which ESFA processes personal data can be found on the ESFA Privacy Notice <https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018>.
- Contractors for surveys such as the Postgraduate Taught Experience Survey (PTES) and the Postgraduate Research Survey (PRES).
- The Office of the Independent Adjudicator (OIA); if you make a complaint to the OIA <https://www.oiahe.org.uk/about-us/our-organisation/our-service/personal-data/>
- Emergency services.
- Third parties which work with us to provide services such as security and access, student accommodation, finance; out of hours IT services, student support services, providers of non-medical helpers; the student record, timetabling and attendance systems
- Internal and external auditors.
- Law enforcement agencies.

Sensitive personal data relating to your health or a disability will not be shared with third parties without your express consent, unless required by law or in your vital interests during an emergency.

7. YOUR RIGHTS IN RELATON TO THE PERSONAL DATA WE HOLD

Under the General Data Protection Regulation you have the following rights. Further information about each of these rights can be found here:

<https://ico.org.uk/fororganisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights>

- The right to be informed at an appropriate time about the collection and use of the personal data we hold about you.
- The right of access to your personal data and other supplementary information.
- The right to request correction of the personal data we hold about you if it is incorrect.
- The right, in certain circumstances, to request erasure of your personal data.
- The right, in certain circumstances, to restrict processing of your personal data.
- The right, in certain circumstances, to receive from the University the personal data you have provided to us in a transferrable format, specified by you. You may also request that we pass that personal data to another data controller.
- The right to object to certain processing of your personal data by us.

- Rights in relation to automated decision making and profiling.

These rights are not absolute and we may be entitled to refuse requests when there are valid exceptions. If this is the case we shall explain the reasons to you. To request any of these rights please contact information.rights@solent.ac.uk.

8. TRANSFERS OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)?

Some personal data may be transferred to, and stored at, destinations outside the EEA or countries considered not to have adequate data protection standards. Where this occurs the University will ensure that relevant technical, organisational and security measures are in place to protect your personal data. This will be facilitated by placing contractual obligations on those receiving your personal data and / or by ensuring that the recipients have subscribed to relevant international frameworks that aim to ensure adequate protection.

9. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Subject to other notices, we may retain your personal data for a period of six years after your studies with us have come to an end. Some data may be retained indefinitely to maintain your academic record for archiving purposes and in order to validate your qualifications on your request.

10. TELLING US ABOUT CHANGES IN YOUR PERSONAL DATA

Please advise us promptly about changes to the data we hold about you so that we can maintain accurate records. You can do this through the Student Portal or by contacting the Student Hub: <http://portal.solent.ac.uk/home.aspx>

11. USING PERSONAL DATA IN YOUR STUDIES

If you need to collect or use the personal data of other people as part of your studies at Solent University (for example, as part of a research project), you must comply with the University's guidance on ethics and other requirements. These can be found in the Academic Handbook and on the web at: [Academic Handbook: 2S Solent University Ethics Policy](#)

12. REGULATION OF THE USE OF YOUR PERSONAL DATA

The University maintains data protection registrations with the Information Commissioner's Office, the independent authority which oversees compliance with the Data Protection Laws.

The University's registration numbers are:

Solent University Z5969541
Solent University Limited Z6147551
Solent University Services Limited ZA470174

13. HOW TO CONTACT US

You are welcome to contact us if you have any concerns about how we process your personal data by email at information.rights@solent.ac.uk.

14. INFORMATION COMMISSIONER'S OFFICE (ICO)

We always aim to respond to any concerns you have regarding the processing of your data and requests to exercise the rights as stated above. However, if you remain concerned or believe that Solent University has failed to comply with the data protection legislation then you have the right to complain to the data protection regulator, the Information Commissioner. Contact details follow:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel 0303 123 1113

Email: <https://ico.org.uk/global/contact-us/email/>

Website: www.ico.org.uk