



STUDENT DATA PROCESSING NOTICE (PRIVACY NOTICE)

The University collects, holds and processes personal data relating to its students. It is essential to do so in order for the University to carry out its functions and manage its operations. These activities are carried out in accordance with the [Data Protection Act 1998](#) and with the University's Data Protection Policy. The University is the Data Controller for personal data we process about you.

From May 2018 the law relating to data protection is changing and it is likely to have an impact on this notice. To comply with this change, the University reserves the right to alter this notice and will notify students prior to alterations taking effect.

During enrolment and annual re-enrolment, you give your consent for the University to process your personal data. The University provides this notice, which in broad terms explains how and why we typically process and share your personal data. It also explains how you can opt out of some aspects of the processing, where applicable.

A comprehensive list of the purposes for which the University processes personal data are notified to the Information Commissioner's Office (ICO) and can be viewed [on the Office of the Information Commissioner's Register](#). To view the University's registration you can use the [search form for the Register](#) and enter the University's registration number, which is Z5567143.

1. Why the University collects and processes your personal data.

The personal data held by the University is mainly obtained from the details you provide through UCAS or University application forms and the University registration/enrolment process. Additional personal data is collected during and after your studies including re-enrolment and graduation. This may include sensitive personal data and could include photographs and moving images.

To manage its operations, provide services to you and meet certain legal requirements, the University will process and maintain your personal data. Types of personal data may include name, address, date of birth, programme studied, fee payments, information about examinations, assessments and results. Examples of the purposes for which the University uses your personal data include:

- processing your application;
- enrolling you as a student and maintaining your student record;
- administering your course and academic progress;
- administering the financial aspects of your studies, including tuition and accommodation fees;
- providing or offering facilities and services to you during your time as a student and thereafter as part of the University's legitimate business (e.g.



library access, computing, sports facilities, accommodation, TU Student Union, Alumni membership and activities);

- submitting reports and statistics, which the University is required to return.

The University also needs to collect and process some sensitive personal data as defined by the Data Protection Act ('DPA') 1998 including:

- your health and disabilities, to provide support and access to University services;
- your ethnic origin and sexual orientation, for equal opportunities monitoring;
- previous criminal convictions, before a place can be offered on certain programmes.

2. How the University processes and shares your personal data.

2.1 Within the University

Your personal data may be shared between University departments as necessary for the purposes set out in the University's ICO notice.

Monitoring: your personal data is used to administer the University's services and facilities, including supporting and monitoring use of the TUSC (Teesside University Smart Card), the IT facilities and the Library and Information Service. Access controls may be applied to particular services, such as computing facilities and some entrances. This personal data is processed for security purposes and may be used as evidence of breach of University regulations or breach of law in the prevention, detection and prosecution of crime

The University also monitors your engagement with your course including attendance to assist the University in the provision of pastoral care, compliance with its sponsor duties (UKVI) and meeting professional statutory regulatory body requirements. The University uses CCTV systems throughout the campus to assist in safeguarding your personal security and to aid the prevention, deterrence and detection of crime. Such processing is carried out in accordance with its CCTV Policy and Procedure.

In some circumstances, the University may use a third party to process your personal data on our behalf. In such circumstances, the University will maintain a contract with the third party that ensures that your data is processed only for specific purposes under our instruction and is handled securely and in line with Data Protection principles.

2.2 Outside the University

The University will only share your personal data with external third parties where:

- we have your consent, or
- we are required to do so under a statutory or legal obligation, or
- we are permitted to do so in accordance with the Data Protection Act 1998.

The University's ICO notice details sharing with external parties. Further information is provided below:

2.2.1 Teesside University Students' Union: When you enrol, you will automatically become a member of Teesside University Students' Union. Some of your personal data will be shared with Teesside University Students' Union. This sharing is governed by a [Data Sharing Agreement](#) between the University and the Students Union, which provides a full description of the information shared and the purposes of such. You can exercise your right to opt out of this data sharing, by e-mailing dpa@tees.ac.uk.

2.2.2 Higher Education Statistics Agency (HESA), HE funding councils and other government bodies: The University will share some of your personal data with HESA, HE funding councils, other government bodies and/or third party organisations working on their behalf. A full description of the personal data which is shared with HESA and what they use it for can be found in the [HESA Student collection notice](#) on the HESA website. The University and HESA may compare your data to educational records from previous years to check the levels of your current qualifications in order to determine the fees you are required to pay.

The University is required to pass personal data about its final year undergraduates to the Higher Education Funding Council for England (HEFCE) or their agents, in order for them to carry out the National Student Survey. This survey gives final year students the chance to give feedback on their experiences at the University. It is described in detail on the [National Student Survey website](#). The University will pass your name and contact details to the agent carrying out the survey. The agent may then contact you to take part. You do not have to take part in the survey and you can opt out at any time by contacting the agent and providing them with verification of your identity by confirming your date of birth.

2.2.3 Sponsors/funding bodies/government departments: Relevant personal data including periods of attendance will be shared with formal funding bodies including the Student Loans Company (SLC) and Student Finance as this will affect your right to receive funding. The University will confirm periods of attendance, assessment results and similar personal data to external bodies such as Local Authorities, tax collecting bodies and professional statutory regulatory bodies where it is necessary

and reasonable to do so. The University provides information to Local Authorities for the purpose of administering your council tax exemption including a list of currently enrolled students living within specific postcode boundaries. The University is obliged to share your personal data with UKVI as appropriate including failure to attend or interruption to study. If you undertake an apprenticeship, the University will share relevant personal data such as name, study details, national insurance number and date of birth with the Education Skills Funding Agency (ESFA) in order to claim funding for your study. Similarly, if your programme of study is funded by the NHS, relevant personal data will be shared with Health Education England (HEE).

2.2.4 UK agencies: The DPA 1998 allows the University to disclose your personal data to relevant bodies without your consent relating to the prevention/detection of crime, the apprehension and prosecution of offenders, the protection of an individual's vital interests/welfare or safeguarding national security. Non-exhaustive examples include benefit or tax inspectors, the Police, UKVI and the Foreign & Commonwealth Office (FCO).

2.2.5 Professional bodies: The University is obliged to share your personal data with professional bodies to confirm your qualifications and accreditation of your course. Your personal data may be shared with professional bodies where concerns about your fitness to practice have been raised, including where external examiners raise concerns during the external marking process. In respect of fitness to practice, your personal data will only be shared when deemed necessary by an appropriately qualified professional employed by the University.

2.2.6 Financial sponsors: If your tuition fees are paid under a sponsorship, scholarship or loan arrangement by an external organisation (e.g. your employer), the University may share personal data relating to your attendance and academic progress.

2.2.7 Education institutions and placement providers: If you are involved in study arrangements with other organisations, e.g. exchanges, placements, the University may disclose some of your personal data to the relevant provider including those outside of the European Economic Area (EEA).

2.2.8 Turnitin®: The University uses the Turnitin® UK system as a plagiarism detection source. The Turnitin® system compares the student's work against a variety of sources. You will be required to provide basic personal data (e.g. name, e-mail address, course details) to use the Turnitin® service. Turnitin's Privacy Statement provides further information regarding the collection and processing of your personal data.

2.2.9 Debt recovery/credit control: Your personal data may be shared with third parties attempting to recover debt on behalf of the University where internal debt

recovery procedures have been unsuccessful. The University may also include details of an outstanding debt in any reference or verification of results supplied to a third party as per section 5e of the University's Fees and Charges Regulations.

2.2.10 Insurance: The University may share your personal data with its insurers for the purpose of providing insurance cover or in the event of a claim.

2.2.11 Parents, guardians and other relatives: The University will not disclose your personal data to parents or relatives without your consent, other than in exceptional circumstances.

2.2.12 Graduation: Graduand names, programmes and classifications are published within the University, printed in the graduation brochure and released to the local media. Graduation ceremonies are regarded as public events and may be recorded and/or live streamed by the University.

2.3 After you graduate

The University retains all personal data in accordance with its Record Management Policy. The University will need to maintain some records relating to you after you graduate. This includes: verifying your award, providing transcripts of your marks, opportunities for further study, academic references, careers support, alumni and networking services

2.3.1 Surveys: The University participates in surveys about the destinations of its graduates. Approximately 6 months after you graduate, we will contact you to ask you to complete the HESA 'Destination of Leavers from HE' survey. You may also be included in a sample of leavers who are surveyed again a few years after they graduate.

2.3.2 Alumni: When you graduate/complete your course, you will automatically be included as a member of the University's Alumni Association. You will receive emails from Alumni about the benefits of staying in touch. [The Alumni Association webpage](#) provides further information as to how your personal data will be used and how you can opt out from communications.

2.3.3 Award verification: University awards are a matter of public record. The University may therefore disclose to third parties whether or not you have received an award and if so, the date and classification, without notifying you. Such a disclosure would be subject to a check regarding the origin of the request.

2.3.4 References: Academic staff may agree to provide a reference for you, if you apply for a job or further study. You should ask permission from the staff member and the requesting organisation should provide a copy of your signed consent.

3. Your Rights

The University's [Legal & Governance Services](#) webpages contain information rights information. Your rights relating to your personal data include:

- To be informed what personal data the University holds about you and what it is used for.
- To access your personal data.
- To update the personal data the University holds or rectify inaccurate data.
- To be informed how the University is complying with its obligations under the DPA 1998.
- To complain if you do not believe that the University's Data Protection Policy has been followed.

Object/Opt Out: To object to or opt out of any data processing or data sharing by the University, please e-mail dpa@tees.ac.uk The University will consider your request however, it may not be possible to facilitate such. The University is required by law to collect and process some personal data and it may not be possible for you to continue as a student of the University, if the University ceased processing, as we would not be able to carry out our educational purpose.

4. Your Responsibilities

Updating your details: The DPA 1998 requires that personal data is accurate. It is essential that you let the University know if your contact details change. If the University does not have the correct contact details, we cannot take responsibility if any information you require is sent to the wrong address. This could have serious consequences e.g. missing an exam or deadline.

Processing Personal Data: You must comply with the University's Data Protection Policy and the Data Protection Act 1998 if as a student you have access to the personal data of others; or if you wish to collect or process any personal data as part of your studies or research. You must ensure that you notify and seek approval from your supervisor before any processing occurs. If you are processing personal data other than as part of your studies, you should contact the Information Commissioner's Office (ICO) as you will not be covered under the University's registration.

5. Further information

If there is anything you are unclear about in this notice, please contact the Information Compliance Team at dpa@tees.ac.uk