

Data Protection

Why do we need your personal data?

The University collects and uses your personal data for a number of reasons, including:

- maintenance of your student record (including personal and academic details) and management of the academic processes (for example, academic audits, examination boards and awarding of degrees);
- management of accommodation;
- alumni operations, including fund-raising;
- provision of advice and support to you via, amongst others, Registry, the Counselling Service, Disability and Dyslexia Service, personal tutors and the Placement and Careers Centre;
- access to facilities such as the library and computing;
- internal research, including monitoring and performance;
- security.

What disclosures do we make?

The University may disclose your information to certain third parties, including:

- sponsors (including LEAs, the Student Loan Company and funding councils);
- current or potential employers;
- current and potential providers of education;
- Union of Brunel Students;
- external and internal auditors;
- fraud investigators;
- HEFCE;

HEFCE and the corresponding funding councils for Wales and Northern Ireland sponsor the National Student Survey. In connection with this survey, you should be aware that:

- information about you may be supplied to HEFCE or agents acting on its behalf;

- HEFCE's appointed agents may contact you directly to take part in the survey to provide feedback about the quality of your programme of study;
- HEFCE may share this information with the Higher Education Funding Council for Wales (for institutions in Wales), the Department of Employment and Learning (for institutions in Northern Ireland) or the Department of Health (for NHS-funded students).
- HESA.

We will send some of the information we hold about you to the Higher Education Statistics Agency (HESA). This information forms your HESA record, which does not include your contact details.

STUDENT AND LEAVER SURVEYS

Your contact details may be passed to survey contractors to carry out the [National Student Survey](#) (NSS) and surveys of student finances, on behalf of the organisations listed below under Purpose 1. These organisations and their contractors 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 Higher Education Statistics Agency (HESA) 'Destinations of Leavers from HE' questionnaire. We will not give your contact details to HESA.

You may also be included in longitudinal surveys of leavers in the years after you 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 any of these surveys, please let us know.

THE HESA STUDENT RECORD

We will send some of the information we hold about you to HESA. HESA collects, and is responsible for, the database in which your HESA student record is stored. HESA uses this information in its own right, for example to publish statistics about students in higher education. HESA may link information from the HESA student record to other related datasets such as UCAS, NSS and Student Loan Company data. All uses of the HESA Student Record must comply with the Data Protection Act 1998.

HESA is a registered charity and operates on a not-for-profit basis. It may charge other organisations to whom it provides services and data.

Sensitive information

If you give us information about your disability status, ethnicity, sexual orientation, gender reassignment or religion these may be included in the HESA Student Record

to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act.

If you are enrolled at a higher education institution in England regulated by the Higher Education Funding Council for England the HESA student record will include details of any financial support you may receive from us to enable research into the provision of fair access to higher education.

Your sensitive information will not be used to make decisions about you.

The HESA Student Record is used for four broad purposes:

Purpose 1 - Public functions

Education statistics and data

The HESA Student Record is used by some organisations to help carry out public functions connected with education in the UK. These organisations are data controllers in common of the HESA Student Record under the terms of the Data Protection Act. Such organisations include:

- Department for Business, Innovation and Skills
- Welsh Government
- Scottish Government
- Department for Employment and Learning, Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales
- Scottish Further and Higher Education Funding Council
- Department for Education
- Research Councils
- The Data Service (on behalf of the Skills Funding Agency)
- The National College for Teaching and Leadership
- The National Health Service
- Office For Fair Access

and any successor bodies. These organisations may link information from the HESA Student Record with other information they hold. For example the Department for Education and the Department for Business Innovation and Skills link the HESA Student Record to the National Pupil Database and the Individual Learner Record. The Funding Councils link the HESA Student Record to data from the Student Loan Company. Linked data is used for research into education.

Other uses

The HESA Student Record may also be used by some organisations to help carry out public functions that are not connected with education. Such uses may include the following:

- Measurement of population levels and migration by the Office for National Statistics, National Records of Scotland and the Northern Ireland Statistics and Research Agency
- Monitoring of public expenditure by the National Audit Office
- Monitoring of the accuracy of electoral registers by Electoral Registration Officials.

Purpose 2 - Administrative uses

Previous Qualifications -If you are enrolled at an institution in England: We and the Higher Education Funding Council for England (HEFCE) may compare your data to educational records from previous years to help determine the levels of your current qualifications. This may in turn affect the fees you are required to pay or the availability of a place for you to study with us.

Non-EU domiciled students - If you are a non-EU domiciled student HESA may be requested to provide data about you to the United Kingdom's immigration authorities. These authorities may process your personal data in order to carry out their public functions connected with immigration.

Your HESA record will not be used to make decisions about you other than for those uses outlined under Purpose 2.

Purpose 3 - HESA publications

HESA uses the HESA Student Record to produce statistical publications. These include some [National Statistics](#) publications and online management information services. HESA will take precautions to ensure that individuals are not identified from the data which are processed for Purpose 3.

Purpose 4 - Equal opportunity, research, journalism and other processing in which there is a legitimate interest

HESA and the other data controllers listed under Purpose 1 may also supply data to third parties where there is a legitimate interest in doing so. Examples of use for this purpose include:

- Equal opportunities monitoring
- Research - This may be academic research, commercial research or other statistical research where this is in the public interest
- Journalism - Where the relevant publication would be in the public interest e.g. league tables
- Provision of information to students and prospective students

Users to whom data may be supplied for Purpose 4 include:

- Higher education sector bodies

- Higher education providers
- Academic researchers and students
- Commercial organisations (e.g., recruitment firms, housing providers, graduate employers)
- Unions
- Non-governmental organisations and charities
- Local, regional and national government bodies
- Journalists

Data supplied by HESA to third parties is supplied under contracts which require that individuals shall not be identified from the supplied data. A copy of HESA's current agreement for the supply of data is available at www.hesa.ac.uk/bds-details#e.

THE HESA INITIAL TEACHER TRAINING RECORD ("ITT")

If you are on an ITT course at a higher education provider in England, HESA will collect data about you and provide this to The National College for Teaching and Leadership.

The National College for Teaching and Leadership is a data controller under the terms of the Data Protection Act 1998 and will process your personal data in order to carry out their public functions connected with teacher training in the UK.

ABOUT THE HESA STUDENT COLLECTION NOTICE

The HESA Student Collection Notice is regularly reviewed. The most up to date version can be found at www.hesa.ac.uk/fpn. Minor updates to the Student Collection Notice (including organisation name changes and clarification of previously specified purposes) may be made at any time. Major updates (such as a new purpose or administrative use) will be made no more than once per year.

YOUR RIGHTS

Under the Data Protection Act 1998 you have rights of access to the data HESA holds about you. You will have to pay a small fee for this. For further information about the HESA Student Record please see www.hesa.ac.uk/dataprot or email data.protection@hesa.ac.uk

The University will only disclose information to other organisations not listed above in legitimate circumstances, e.g., under the Data Protection Act 1998 or the Freedom of Information Act 2000. Where necessary, consent from students will be sought unless exceptional circumstances apply.

Your personal information will be processed in accordance with the Data Protection Act 1998 and the University's Data Protection Policy. The University's Notification is lodged with the Office of the Information Commissioner and can be found along with the University's Data Protection Policy at:

<http://www.brunel.ac.uk/about/administration/information-access/data-protection/policies-and-guidelines>

How long do we keep it?

The majority of the personal data that we collect and process about you will be securely destroyed or deleted seven years after you have graduated. However, some information will be retained indefinitely as part of the University's history so that, at a later date, the University is able to provide proof of what you achieved as a Brunel student. This information will only be disclosed with your consent unless exceptional circumstances apply.

Your responsibility

Each student is responsible for ensuring that all personal data provided to the University is accurate and up-to-date. Each year you will be able to verify this at Enrolment. Changes of address must be notified to your School Office.

Access to your information

To obtain access to personal data the University may hold about you, you must submit a subject access request form (<http://www.brunel.ac.uk/about/administration/information-access/data-protection/what-we-do-with-your-data>), specifying which data you would like to have access to, with proof of identification, to the Information Access Officer (Office of the Secretary and Registrar). There is a fee of £5 payable for each subject access request. The University will respond within forty days of receiving the request, the fee and sufficient information to find the data requested.

Use of Personal Data by Students

Students who use personal information about living individuals must comply with the Data Protection Act. Such information should only be held with the express authority of a member of staff such as a lecturer/research supervisor who is responsible for the work being done.

If you need to use personal data for your coursework or research, you should consult with the member of staff to ensure you are aware of the Data Protection Act requirements, the application of principles including the criteria for legitimate processing, and security arrangements for the data. The Head of School will ensure that the holdings of computerised data are notified to the University's Information Access Officer for inclusion with the University's Notification.

Filming and audio taping of lectures

The University has a Filming and Photography policy (<http://www.brunel.ac.uk/about/administration/information-access/data-protection/policies-and-guidelines>) which details the procedures that must be

followed when conducting filming or taking photos on campus for **coursework or professional use**.

You are allowed to take films and photographs for your own use; however, you must keep in mind that **anyone** on the campus, whether a student, member of staff, or visitor, has a right to privacy.

If you wish to film or audio tape a lecture **for your own use**, you should first ask the lecturer if he/she has any objection. You should also make sure your classmates have no objection to the possibility that they may appear on the film or be heard on the audio tape.

If you need to audio tape a lecture due to a disability which makes it difficult for you to take notes, you should notify your lecturer about this ahead of time.

If you post any photos or films on the internet, then they are no longer considered to be for your own use, and data protection law applies to them. Your lecturers have an inherent copyright to their lectures and slides, and posting any film or photos on the internet which use these may be a violation of copyright.

Make sure you check to see what your School's policy is with regard to filming and audio taping of lectures before you decide to do this.

Please be courteous to your classmates and lecturers.