How we use your information

The University’s Registry maintains the University’s core student record with the student records system and manages personal data for major University processes like graduation.

The student records system feeds many University processes including the use of personal data in aggregate form for planning purposes.

Disclosures of data from the student records system are made to bodies such as the Higher Education Statistics Agency, local authorities (for taxation and electoral roll purpose) and to appropriate requests from funders, employers, sponsors, and law enforcement agencies such as the police. For more information on how student information is used and shared please see the separate privacy notice for students here - www.dundee.ac.uk/information-governance/dataprotection.

Personal data and Sensitive (special categories) of personal data

Extensive amounts of personal and sensitive personal data are held in the systems maintained by the University’s Registry. For information on the data held in Registry systems please see the information published online at www.dundee.ac.uk/information-governance/dataprotection.

At present the student records system is SITS.

Data controller

The data controller for your information is the University of Dundee.

For more information on how student information is used and shared please see the separate privacy notice for students here - www.dundee.ac.uk/information-governance/dataprotection.

Lawful processing

The lawful grounds for processing personal data within this service are normally:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
• processing is necessary in order to protect the vital interests of the data subject or of another natural person;
• processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

The lawful grounds for processing special categories of personal data within this service are normally:

• the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
• processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
• processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
• processing relates to personal data which are manifestly made public by the data subject;
• processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
• processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
• processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Your rights

The University respects your rights and preferences in relation to your data. If you wish to update, access, erase, limit or complain about the use of your information, please let us know by emailing dataprotection@dundee.ac.uk. You may also wish to contact the Information Commissioner’s Office.