University of Dundee – Privacy Notice – Students – 2018/19

How we use your information

We need to collect and process information about you to facilitate your education, validate your qualifications in future, and as part of your lifelong relationship with the University of Dundee (‘the University’) as a student and member of our alumni community.

Your information is used for academic, administrative, management, pastoral and health and safety reasons. The University must also make certain mandatory disclosures of information to bodies such as local government, the Higher Education Statistics Agency and or the funding councils.

You may have provided the University with your information or, other agencies may have provided your information on your behalf (such as UCAS, a healthcare provider or a referee).

We provide some examples of how your data is used below. You can also find information on how personal data is used by the University in the tables linked online at [www.dundee.ac.uk/information-governance/dataprotection](http://www.dundee.ac.uk/information-governance/dataprotection). That page also includes additional privacy notice for specific areas of the University. Finally, you may encounter privacy notices when using the University’s systems and services that give you more information on how your data is being used.

**Personal data**

Your personal data will normally comprise information such as your name, date of birth, ID numbers, term time and home addresses, telephone numbers, email addresses, emergency contact information, programmes and modules undertaken and your performance on those programmes and modules etc.

**Special categories of personal data**

If you choose to provide the University with sensitive personal data, for example information about your personal needs accessing pastoral care services, information about a disability so that you can be supported in your studies, or sensitive information demonstrating mitigating circumstances, the University will process your special category data. The University may also process special categories of personal data where it has an obligation to do so, for example so that it can meet its obligations under equalities legislation.

**Data controller**
The University is the data controller for the information it holds about you. Your data is processed in the University’s systems which include the student records system, Microsoft Office 365 (the University’s productivity software) and Box.com (a file sync and share solution). For more information about the systems the University uses and the data they contain please see the table published online at www.dundee.ac.uk/information-governance/dataprotection.

Lawful processing

The University processes your information for different reasons in different circumstances. You can see a table providing examples of those purposes and information on why that is lawful online at www.dundee.ac.uk/information-governance/dataprotection. In general, the University asserts that the processing of your personal data is lawful because:

• it is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract (ie your acceptance of the University’s Terms and Conditions of Registration)
• it 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 (ie the powers and obligations set out in the University’s Charter, Statutes and Ordinances);

From time to time, the University may also process your personal data because:

• you have given consent to the processing of your personal data for one or more specific purposes;
• it is necessary for compliance with a legal obligation to which the controller is subject (for example the provision of your information to certain statutory agencies);
• it is necessary in order to protect your vital interests or those of another natural person.

The University also processes some of your special category personal data. The University asserts that this is lawful because one or more of the following apply:

• you have given explicit consent to the processing of those personal data for one or more specified purposes (for example when accessing pastoral support services)
• it 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
• it is necessary to protect your vital interests or those of another person where the you are physically or legally incapable of giving consent;
• it relates to personal data which are manifestly made public by you;
• it is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
• it is necessary for reasons of substantial public interest;
• it is necessary for the purposes of preventive or occupational medicine..., medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services; or
• it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1).

Your rights

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

Examples of how your information is used by the University

Your data (including special categories of your personal data where applicable) is used:

i. to facilitate and administer the provision of education, training and research at the University. This includes the processing of enquiries and admissions, matriculation, administration of studies, attendance monitoring, examination, graduation, administration of student awards and fees, student discipline, the provision of University software and services such as email or online learning environments, the development and maintenance of the University’s systems (or those of its providers) and/or the management of access to University buildings and facilities such as the Library, classrooms, lecture theatres or laboratories;

ii. in the provision of University support to you, including healthcare support or the protection of your vital interests or those of others. This includes the provision of support from external providers with whom the University has partnered. Where you access pastoral care services such as health, disability, counselling services or to where you provide the University with information concerning mitigating or other personal circumstances, or where such information is provided on your behalf by, for example, healthcare providers, you consent to the processing of special categories of personal data disclosed during that process;
iii. to meet the disclosure or data sharing requirements of government agencies or other official bodies such as the Scottish Funding Council, UK Visas and Immigration (for international students), Local Education Authorities, Electoral Registration Offices, the Student Awards Agency Scotland, and the Student Loans Company;

iv. to meet obligations imposed by law, for example provision of information to the police, further to the prevention and detection of crime or to Local Authorities or other appropriate agencies for tax collection purposes;

v. to seek legal advice or in the establishment, exercise or defence of legal claims;

vi. to maintain the safety and security of the University for you and all members of the University community. This includes using your emergency contact information in appropriate circumstances, the implementation of measures to prevent crime and expedite the prosecution of offenders such as the use of CCTV and the disclosure of information to competent authorities;

vii. to compile, monitor and analyse statistics within the University and provide statistical information where the University is obliged to do so to bodies such as the Higher Education Statistics Agency (HESA). HESA’s Student Collection Notice is available at https://www.hesa.ac.uk/about/regulated-data-protection/notices;

viii. to facilitate research including research using your data in anonymised form or aggregated with the data of others. Research may be academic in nature or involve the analysis of data to improve the University’s educational programmes or professional services;

ix. when undertaking learning analytics based upon metrics such as access to e-learning environments and resources, library access, academic performance and/or attendance. Learning analytics data may be used both to support you in your studies or, in an anonymised form, be used to improve the University’s educational programmes and services;

x. to detect and prevent academic dishonesty. This includes disclosure of your information to third parties contracted by the University of Dundee to assist in this process;

xi. to confirm your results and performance to prospective employers, relevant professional bodies or sponsors in the form of transcripts and references. This will include the provision of information on your conduct to competent professional or regulatory bodies where applicable;

xii. to develop and deliver education or research programmes in partnership with other organisations, including sharing your information between partners where appropriate, for example where programmes are delivered by more than one institution or include placements, apprenticeships or other training opportunities.
Where your programme is provided in partnership with another institution or organisation per your Terms and Conditions of Registration, you should note that your personal data, including data on your performance, will be shared between the partners providing that programme. If the partner is based outwith the European Economic Area, this will include transfer of your data outwith that zone;

xiii. to keep and maintain University accounts and records, including processing your financial information in respect of fees, payments and fines;

xiv. to create, maintain and use data, information and records further to all aspects of the University’s activities and obligations;

xv. to make you a member of Dundee University Students’ Association so that you may access their facilities and services; and

xvi. to advertise and market University services to you, undertake fundraising and send promotional materials such as the University magazine (including after graduation as a member of the University’s alumni community). If you wish to ask the University to stop sending you marketing and promotional materials, please email alumni@dundee.ac.uk.

Students of International College Dundee should note that their information will be shared between the University and its partner, Oxford International Education Group (OIEG), to facilitate their education and entry to the University via this route. The sharing of information takes place under an agreement between the partners designed to safeguard your personal data. OIEG will only use this information as directed by the University.

In certain circumstances, the University may require disclosure of criminal conviction data. For more information on how that information is used please see the separate Privacy Notice published at www.dundee.ac.uk/information-governance/dataprotection.

All processing of personal data, including sensitive personal data, at the University requires the use of software or services provided by third parties in partnership with or procured by the University. This may involve disclosure of your information to countries outwith the European Economic Area (EEA), for example when the University works in collaboration with other institutions in the provision of your programme or when using software from providers based or with data centres located overseas.

During your time as a student of the University you may be asked to consent to being photographed or recorded for promotional or other purposes (such as research). You may also notice signage around campus when photography, filming or other recording is taking place. If you have any concerns about the use of your image or
Wish to withdraw consent for it to be used, please contact the University’s Data Protection Officer in the first instance – dataprotection@dundee.ac.uk.

Please note that any contributions you make in class may be recorded by the University or by other students. Such recordings are governed by the University’s policy on recording lectures - https://www.dundee.ac.uk/governance/policies/recording-lectures/.

Where a formal investigatory (or similar) process is required and approved as appropriate by the University’s senior managers, the University may, in very limited circumstances, review the content, logs, metadata and/or other administrative information concerning communications made using University systems. The procedure followed in such circumstances is available at https://www.dundee.ac.uk/information-governance/dataprotection/.

The University will retain your personal information as long as it is operationally necessary to do so. Recognising your lifelong relationship with the University, please note that your information will be retained beyond the termination of your student relationship with the University to manage your time as a member of the alumni community, verify your qualifications and satisfy obligations placed upon the University of Dundee by law, regulation and convention.

If you have any questions or concerns about the use of your information, please contact the University's Data Protection Officer for more information at dataprotection@dundee.ac.uk. More information on data protection at the University is available from https://www.dundee.ac.uk/information-governance/dataprotection/.

**IT security**

As a matriculated student of the University you have access to IT services including your own dedicated University email address. The University will not normally email you at a personal email address during your time as a student to maintain the security of your information. However, we may do so in exceptional circumstances, for example when concerned for your welfare. You will be asked to create a password to secure your information and any University information you may create or have access to during the course of your studies or research. You must never share your password.

**Membership**

Upon matriculation you become a member of the University and is subject to its Charter, Statutes, Ordinances and Regulations.
Declaration:

I understand how the University will hold, use, and process my information and that I can contact the Data Protection Officer with any questions or to exercise my rights in respect of my information.