Privacy Notice – Registered students

1. Introduction

This notice provides information about the use of personal information while you are a registered student of the University of Manchester, including as a student enrolled on a programme at a University of Manchester Worldwide global centre. This notice can also cover those who might be considered as "learners" who are studying courses accredited by the University of Manchester.

2. What is personal data (also often referred to as personal information)?

Personal data means any information which relates to or identifies you as an individual and includes opinions about you or information which may not explicitly identify you (e.g. where your name has been removed) but which nevertheless does identify you if it is combined with other information that is readily available.

3. How does this notice relate to other information about data protection?

When you applied to become a student you were told how the University would use your personal information to process your application and for related purposes in the Enquirer, Applicant and Offer-holder Privacy Notice. This notice provides you with the details about the uses we make of your personal information while you are a registered student. In addition to the information published here, when you use specific additional or optional services and facilities offered by the University, you will be told about any other uses of your personal information.

4. Who will process my personal information?

This notice explains how the University of Manchester will hold and process your personal information whilst you are a registered student of the University.

5. How do we obtain your personal data?

5.1. We obtain personal data from you when you disclose this to us, as a student, including annually at registration and during the course of your relationship with us when accessing or using any of our services such as the virtual learning environment, podcasting/lecture capture, financial support, careers advice and support services.

5.2. We also receive personal data about you from other organisations when you make an application to study at the University and this information will form the basis of your student

record when you become a registered student of the University e.g. from UCAS and/or from individual referees.

5.3. On rare occasions we may also receive personal information about you from third parties such as parents/carers, the Police, the UKVI, Manchester City Council (or other local councils), or Spectrum.Life the provider of our support telephone line.

6. What personal information will you process?

The University needs to collect, maintain and use personal data relating to or about you. This includes:

6.1. Personal contact details such as name, title, home and term time address, telephone numbers, and personal email addresses

6.2. Date of birth

6.3. Gender

6.4. Marital status and dependants

6.5. Next of kin and emergency contact information

6.6. Course studied

6.7. Records of payments made to the University

6.8. Bank account details where required for the collection of fees and charges, and where applicable, bursaries and other payments made by the University

6.9. Information about your assessments and results

6.10. National Insurance number where required for Disclosure and Barring Services checks

6.11. Where relevant a copy of passport, visa and other right to study documentation

6.12. A record of the details you provided on your application form, any supporting documents requested as part of your admission and additional details provided by any referees and recorded following any interview process

6.13. Information relating to a disability, mental or physical illness or specific learning difficulty collected as part of registration (please see section 10 for more information about how we handle this information)

6.14. For the purposes of assessing eligibility for bursaries, hardship funds and programmes linked to the receipt of a bursary, a record of household income will be maintained

6.15. Records about you and your studies at Manchester or at another institution or partner organisation where you undertake a placement away from the University

6.16. Records about your use of the academic and non-academic facilities and services that we offer including details of your engagement with your programme. The University uses engagement data from a number of systems (e.g. SEAtS). We primarily use this information as a tool for identification of students who may benefit from support (e.g. welfare, retention and academic success purposes). We may also make use of aggregated analytics for service improvement.

6.17. CCTV footage and other information obtained through electronic means such as student (swipe) card records when you are on campus

6.18. Information about your use of our information and communications systems

6.19. Photographs used to identify you and those taken at University events. You will be informed separately where photographs are taken at events and consent will be sought before an image identifying you is re-used. Videos are also made at graduation ceremonies although there is an opt out process for that which should be communicated as part of the graduation booking process

6.20. For students training to become a teacher a record of relevant suitability checks, including List99, DBA, Prohibition and GTCE sanctions lists, plus any other requirement by the Department for Education (DfE) to be eligible to train as a teacher.

7. What is the purpose of the processing under data protection law?

We will only use your personal information when the law allows us to do so by providing us with a legal basis or valid condition. Most commonly, we will use your personal information in the following circumstances where it is:

- necessary for the performance of our contractual obligations with you (e.g. to manage your student experience and welfare while you study at the University of Manchester)
- necessary for compliance with a legal obligation (e.g. UK equal opportunities monitoring)
- necessary for the performance of tasks we carry out in the public interest (e.g. teaching and research)
- necessary for the pursuit of the legitimate interests of the University or an external organisation (e.g. to enable your access to external services)

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your vital interests (or someone else's interests)

If we require your specific and informed consent for any additional uses of your personal information not referred to in this notice, we will collect this from you separately and explain why it is we need this. You can withdraw your consent at any time.

We might seek additional consent from you when we are taking photographs and want to use the images online or when we need to use or share more sensitive information about you. This includes where we want to share sensitive information with your emergency contact in accordance with the Student Emergency Contact Statement.

We will not use your personal information to carry out any wholly automated decision-making that affects you.

8. Can you provide examples of processing?

The University will process your personal information, including where applicable your image, for a range of contractual, statutory or public interest purposes, including the following:

8.1. To deliver and administer your education, record the details of your studies (including any placements with external organisations), and determine/confirm your academic achievements (e.g. results, prizes)

8.2. To administer student related policies and procedures including appeals, complaints, grievances, disciplinary matters (including plagiarism and academic misconduct and Fitness to Practise, Fitness to Study, Health and Conduct Committee and including matters relating to off-campus issues such as anti-social behaviour dealt with by Manchester Student Homes), and matters related to health and welfare

8.3. To operate security (including CCTV), governance, audit and quality assurance processes and arrangements

8.4. To administer the financial aspects of your relationship with us and any funders, including international funders and manage the granting of scholarships, bursaries and other discretionary payments

8.5. To deliver facilities or services to you (e.g. IT including the provision of a University email address, academic advising, academic support, sport, libraries, accommodation (including our own halls of residence and those properties where we are working with third party providers), careers, catering and support services) to help to achieve your academic potential and support your wellbeing

8.6. To produce student identification cards containing images and maintain records of your image so, for example, that we can identify you and provide access to buildings and services

8.7. To support your training, medical, safety, welfare and religious requirements

8.8. To compile statistics and conduct research for internal and statutory reporting purposes, for business improvement, and to support changes to service delivery. The University may, for example, use aggregated or pseudonymised student data to improve services, understand demand, evaluate interventions and/or improve the student experience

8.9. To fulfil and monitor our responsibilities under UK equalities, immigration and public safety legislation

8.10. To monitor the attendance of students in accordance with University policy and Regulation XX, and where relevant for UKVI Student Route Visa compliance. In addition, for students studying to become a doctor, to monitor for GMC minimum attendance requirements

8.11. To enable us to contact others in the event of an emergency, including your designated emergency contacts (we will assume that you have checked with the individuals before you supply their contact details to us) in line with the Student Emergency Contact statement

8.12. To film and record certain lectures. Please note that students are not the subject of these recordings. Further information available from: https://www.mypodcasts.manchester.ac.uk/

8.13. To record other remote teaching and learning interactions utilising online meeting tools. You will be provided with further information about these recordings at the time they are made

8.14. Where relevant (e.g. for PhD students), to monitor, evaluate and support your research activity

8.15. To enable your participation at events, including graduation ceremonies

8.16. To communicate effectively with you by post, email, and phone including the distribution of relevant newsletters and circulars sent to your student email account containing information the University considers necessary to support your student experience. Where appropriate you will be given the opportunity to opt-out of receiving some communications from us

8.17. We may also contact you by social media channels and applications where you have joined an official University social network or initiated contact with us in this way

8.18. To administer employment contracts where you undertake paid work for the University (see staff privacy notice)

8.19. To enable us to tailor content and services for specific groups of students (e.g. those studying a particular programme, or studying abroad) across our online/digital estate which includes digital learning, student engagement, communication, collaboration and support platforms (e.g. My Manchester and Canvas)

8.20. To comply with our obligations to funders and sponsors (including our disclosure obligations under their terms and conditions and policies)

8.21. To support with research and evaluation related to Access and Success [and the Access and Participation Plan] as part of anonymised data to be published in academic papers

8.22. During registration, a student may provide names of a parent(s)/guardian(s). To ensure we can deliver an appropriate experience for and interactions with a parent(s)/guardian(s) the University already has a relationship with, or whose data is being processed under this privacy notice, we may record that relationship. This may, for example, be because a parent/guardian is also a business or civic contact, major donor, or senior volunteer we are

in regular contact with. The record is restricted to the name of the parent/guardian and appropriate relationship link only and affects an incredibly small minority of records, enabling us to tailor contact with the parent(s)/guardian(s) appropriately. The relationship or knowledge of it has no bearing on the student application, nor their experience with, and whilst at, the University.

9. What constitutes "Special Category Data"?

The University will also process some information about you that is considered more sensitive and this is referred to as 'special category' personal data in the UK General Data Protection Regulation and Data Protection Act 2018. When we process this type of information we are required to apply additional protections. Special category personal data is defined as revealing or concerning racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health (including mental health and disability information), sex life and sexual orientation, genetic data, and biometric data (which is processed to uniquely identify a person). In the UK any personal information relating to criminal convictions and offences also requires additional protections.

10. How will you process my Special Category and criminal conviction personal information?

We will only process special category personal information in certain situations in accordance with the law. For example, we can do so if we have your explicit consent and, in some circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do, we will provide you with full details for the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent, and how you can withdraw your consent at any time. Where you provide sensitive information such as details about a disability, mental or physical illness or specific learning difficulty at registration, or at another time in order to receive additional support services, such as Occupational Health, Counselling and Mental Health Service or register with the Disability Advisory and Support Service (DASS) you will be given further details about the use of this data.

We do not need your consent to process special category personal data when we are processing it for the following purposes as these satisfy another legal justification:

- where we need to carry out our legal obligations
- where you have made the data public
- where it is necessary to protect your vital interests or those of another person and where you/they are physically or legally incapable of giving consent. This would be in an emergency situation where your health, wellbeing or welfare was at risk. This may include contacting your emergency contact(s) in line with the Student Emergency Contact statement.
- where processing is necessary for the establishment, exercise or defence of any legal claim

- where the processing is necessary in the public interest for the purposes of protecting the public

We will use your special category personal information in the following ways:

10.1. your race, disability status, national or ethnic origin, religious, philosophical or moral beliefs or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting. This is required by a number of organisations that we work with, notably for monitoring purposes, including by the Higher Education Statistics Agency (HESA - part of Jisc), professional bodies that we work with/that accredit our programmes, governmental funders/sponsors (such as the UK Research Councils) and the University of Manchester Students' Union) as well as by the University itself

10.2. for certain courses of study, placements and work opportunities information about past criminal convictions and offences will be processed where this is relevant because you are working with children or vulnerable adults, and/or because of fitness to practise or fitness to train requirements in certain regulated professions. In these circumstances a DBS check may be required, where this is the case you will be informed separately, in addition if you are studying to become a doctor we will ask you annually whether you have had any criminal convictions/activity in the previous year and keep a record of your response

10.3. for courses other than those above, information relating to 'unspent' criminal convictions is collected once an offer has been accepted. This is to ensure that appropriate risk assessments can be carried out. A record of your response to this question is maintained and is updated if the University is made aware that you have been convicted of an offence during your time as a registered student

10.4 Where necessary to protect the vital interests, safety or welfare of students or others, and where permitted by law, the University may share relevant information with external organisations, including educational institutions, regulatory bodies, safeguarding partners or law enforcement agencies.

10.5. information about your physical health or mental health or disability status to ensure your health and safety whilst registered at the University and to assess your fitness to study, travel, take part in placements, provide appropriate reasonable adjustments and, where you request it, to make decisions relating to applications for mitigating or changed circumstances or other academic appeals. This also includes personal emergency evacuation plans

10.6. where you choose to provide the University with sensitive information about yourself for the purposes of student support we will use this to work with you and provide the support you requested. On occasion, where we receive information about you relating to a concern from a third party we will also use this to provide you with appropriate support which may include taking action to safeguard you or someone else.

11. Who will my personal information be shared with?

As described above, your personal information is shared with relevant University of Manchester staff as required. In addition, it is shared as permitted or required by law, on a considered and confidential basis, with a range of external organisations or third parties, including the following:

11.1. UK Higher Education Statistics Agency part of Jisc (see HESA's statement about the uses made by them of your personal information published at https://www.hesa.ac.uk/about/regulation/data-protection/notices#student)

11.2. Your funders and/or sponsors (e.g. as relevant, the UK Student Loans Company, other funders or sponsors, funders based in other countries including those outside the UK, Research and Innovation, Research Councils, Teach First, the funders of any awards or prizes)

11.3. The providers of any external/collaborative learning, training, work and other placements (including schools involved in the provision of teacher training), or fieldwork opportunities e.g. affiliated institutions, exchange partners, including to providers based overseas. This includes joint programmes with other institutions (e.g. for Architecture students on joint programmes with Manchester Metropolitan University)

11.4. The relevant University of Manchester Worldwide global centre if you are studying a course with learning based there

11.5. External examiners and assessors, and external individuals involved in relevant University committees or procedures

11.6. Relevant UK Government Departments (e.g. Department for Education, Home Office (including UK Visas and Immigration), Foreign and Commonwealth Office, Department of Health) and other public bodies (e.g. HM Revenue and Customs, the Health and Safety Executive) for the assessment of student status for immigration and visa purposes; for the purposes of gathering census or other information including the assessment of fee

11.7. Relevant Higher Education bodies (e.g. Office for Students, UK Research and Innovation, Universities and Colleges Admissions Service, Office of the Independent Adjudicator, the organisation(s) running the National Student Survey and other surveys)

11.8. If you are a medical student, in order to comply with the General Medical Council's (GMC) "Tomorrow's Doctors" requirements, or if you are a student within the School of Health Sciences, Medical Sciences or Biological Sciences, your student record, information pertinent to your educational achievements and to your fitness to practise will be shared with base hospitals, placements, training providers, education commissioning partners, employers, other regulatory organisations and other medical schools

11.9. If you are a student training to become a teacher, including students on Subject Knowledge Enhancement courses, in order to comply with the Department for Education (DfE) and other regulatory bodies' requirements information pertaining to changes to training programme age phase and Qualified Teacher Status outcome will be shared with the DfE, in addition to the HESA submissions. Relevant academic, personal and financial information relating to a bursary award is also shared for the DfE financial audit and information relating

to your compliance with the Initial Teacher Education (ITE) framework and academic achievement on the programme may be shared for potential OFSTED inspections. Before you begin a placement in a school we will share your name, outstanding compliance elements (required to be on the course), academic background and current achievements with the school. Special category information is only shared with schools with your explicit consent

11.10. If you are a student training to become a teacher on a Teach First programme personal details such as name and contact details, special category information relating to your background and disability status and academic background will be shared with the DfE via their Data Management System. In addition, details about your academic achievements and welfare whilst registered at the University of Manchester will be shared with Teach First with your consent

11.11. Any other relevant professional or statutory regulatory bodies

11.12. Where you study at a University of Manchester Worldwide global centre personal information may be disclosed to international governmental/regulatory bodies based in that country (e.g. KHDA in Dubai, or the Committee for Private Education in Singapore)

11.13. To third party student accommodation providers operating under contract on behalf of the University

11.14. The University of Manchester Students' Union, in order to facilitate your membership of this and its services including associated clubs and societies. You have the opportunity to opt-out of membership of the Students' Union by following the procedure outlined here. Information shared will include ethnicity data although this is primarily for equal opportunities monitoring purposes

11.15. We disclose the names, addresses and some course details (e.g. start/end dates) of relevant students studying in Manchester to relevant local authorities on an annual basis to assist with the administration of students' exemption from Council Tax

11.16. We also disclose the names, date of births, nationalities, term time residential addresses and University email addresses of relevant students to Manchester City Council to support enrolment on the electoral register

11.17. In certain circumstances information may also be shared between Manchester City Council and Manchester Student Homes, a part of the University, where it relates to noise abatement notices and other complaints of anti-social or behaviour off campus in the community

11.18. On occasion and where necessary, the police and other law enforcement agencies

11.19. Where necessary the emergency services and your designated emergency contact where there is an urgent requirement to share information e.g. illness, serious injury, bereavement or the suspicion/risk of this in accordance with the Student Emergency Contact statement

11.20. On occasion and where necessary, University auditors and, where required, other statutory bodies acting in an audit capacity (e.g. OFSTED)

11.21. On occasion and where necessary, subsidiary companies of the University

11.22. Companies or organisations providing specific services to, or on behalf of, the University under contract (as a data processor) e.g. Microsoft for email services/Office 365 and of CRM services, Oracle for student records and other CRM services, Terra Dotta for the MyPlacement system, Explorance for course unit surveys, Digitary for e-Docs and CampusLife Ltd who provide training courses (e.g. around Consent and Health & Safety) for students

11.23. To any third party wishing to access a catalogue within the University's library containing reference to student work

11.24. To banks (and other payment agencies you may use), family members who are paying your fees, sponsors or other third parties to enable them to pay student debts and this includes the disclosure of relevant information to our supplier of banking services for the purposes of complying with anti-money laundering regulations

11.25. To external agents and debt collectors acting for the University in relation to the repayment of student debts, where relevant to international sponsors and in the case of students in receipt of a student loan from a United States loan provider details about your studies will be disclosed to that provider

11.26. Greater Manchester Police, for relevant overseas students from certain countries there may be a requirement to register under the terms of a student visa. In these cases only your name, date of birth and nationality and if applicable the details of any dependants are shared prior to your registration appointment with the Police. This requirement has changed and is expected not to be needed in the future

11.27. Confirmation of your results and qualifications awarded may be made available via the 'e-Docs' system and you can choose to share this information with third parties such as potential employers

11.28. We will provide references to third parties with your consent

11.29. We will make your name and confirmation of your award available at your graduation ceremony and in the graduation programme which will be published online but you have the opportunity to opt-out of this by following the procedure set out at https://www.graduation.manchester.ac.uk/

11.30. [Note: this directory service may be temporarily disabled] If you are studying at Manchester we will include your basic contact details in our internal online directory, though you can opt out of this (http://directory.manchester.ac.uk/). You may also choose to include your email address in our external online directory to allow third parties to see your email address

11.31. On occasion, the above types of sharing may involve the transfer of your personal information outside the UK (e.g. to facilitate your participation in an exchange visit or to

report to an overseas funding provider). Such transfers usually are necessary in order to meet our contractual obligations with you, and are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information

11.32. Other than as set out above, we will not normally publish or disclose any personal information about you to other external enquirers or organisations unless you have requested it or consented to it, or unless it is in your vital interests/a public task duty to do so (e.g. in an emergency situation)

11.33. The SafeZone app - if you choose to download the app and create an account to utilise the support services offered as part of these services. The University may also share the University email address to help with promoting the scheme

11.34. Our funders and sponsors - this may include for the purposes of applying for grants/funding and managing successful applications (the University is required, for example, to disclosure certain information to funders and sponsors under grant/funding terms and conditions including, e.g., allegations of bullying and harassment raised in connection with individuals associated with the grant/funding)

11.35. The Greater Manchester Universities Student Mental Health Service where we are liaising with them over a referral from/to them

11.36. For students on apprenticeships, the information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: https://www.gov.uk/government/publications/lrs-privacy-notices

11.37. The Not Lost system for handling Lost Property

11.38. Students who attend, volunteer or work as part of an access or student success activity may be added to the Higher Education Access Tracker (HEAT). The University will share names, date of births, postcodes and whether you have previously been in receipt of free school meals to the HEAT system. For more information about how your information is processed, please refer to: https://heat.ac.uk/privacy-notice/. Please note that HEAT data may be retained by HEAT for up to 15 years

11.39. Organisations that the University is providing and/or accrediting courses for (e.g. the Bank of England) for students/learners on those courses.

12. How is my personal information used after I graduate?

After you graduate a permanent record of you and your studies is retained indefinitely so that the details of your academic achievements can be confirmed and used for statistical or historical research.

12.1. Your contact details and details about your studies are passed to the Division of Development and Alumni Relations (DDAR) at the point of formally becoming a student so that you can be added to the alumni database. A privacy notice for our alumni and supporters setting out how their personal information is used by the University is published here: https://www.manchester.ac.uk/about/privacy-information/data-protection/privacy-notices/. You will receive more details at the appropriate time and have the opportunity to opt-out of being contacted by DDAR

12.2. Your contact details will also be passed to HESA part of Jisc and/or an organisation contracted to undertake a graduate outcomes survey on their behalf (further information is available from https://www.hesa.ac.uk/about/regulation/data-protection/notices). The survey contractor will only use your contact details for the survey and will delete them when the survey is closed. HESA may hold your contact details for further graduate outcomes surveys where these are in the public interest. Your responses to the survey of graduate outcomes will be made available to the University. These surveys are used to create statistics to meet the public interest in the outcomes of higher education

12.3. Post graduate employment information relating to students who completed their training to become a teacher is collected by ITT, and details about current employment is populated on the DfE Data Management System

12.4. If you were a medical student contact details and ranking is shared with the GMC for registration purposes and with the UKFPO for the administration of the Foundation Programme

12.5. If you are contacted and asked to take part in post-graduation or student experience related surveys further privacy and data protection information will be provided to you. You might also be contacted as part of an audit to check that the survey has been undertaken properly.

13. What are my rights in connection with my personal information?

Under certain circumstances, by law you have the right to:

13.1. Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it

13.2. Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected

13.3. Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing

13.4. Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation

which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes

13.5. Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it

13.6. Request the transfer of your personal information to another party

13.7 You can request for your personal data to be withdrawn from the HEAT system by contacting heatoptout@manchester.ac.uk stating your name, date of birth and a brief description of the activity you attended

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

If you would like to exercise any of these rights, you should contact the University Information Governance Office using the contact details in section 15. More information about your right is available from the University's data protection website: https://www.manchester.ac.uk/discover/privacy-information/data-protection/.

14. How long is my information kept?

We store your personal information as part of your student record for the duration of your studies and for a defined period after you graduate or withdraw from your studies. In addition, information directly relating to your studies and the qualifications you were awarded is retained much longer as stated above and this information may also be consulted as part of our assessment of any future application you make for further studies at the University of Manchester. In addition for medical students in order to fulfil GMC requirement for queries relating to fitness to practise or for the provision of change of career transcripts records relating to your studies will be retained for longer. Information about how long different types of information is retained by the University is published in the Records Retention Schedule: https://www.manchester.ac.uk/discover/privacy-information/freedom-information/record-retention/.

15. Who can I contact?

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please contact the University's Information Governance Office by email:

information.governance@manchester.ac,uk or you can write to The Information Governance Office, University of Manchester, Christie Building, Oxford Road, Manchester, M13 9PL.

16. How do I complain?

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at Wycliffe House, Water Lane, Wilmslow, SK9 5AF. Further information is available on the ICO website (https://ico.org.uk/).

17. Are changes made to this Notice?

This privacy notice was last updated in October 2026 and will normally be reviewed annually in September. It may also be amended from time to time.