

Data collection notice for student data

General

The University of Manchester needs to collect, maintain and use personal data relating to you to allow us to process your application for study, register you as a student, to administer your course and to provide facilities during your time as a student.

Data collected during the admissions and registration processes will be used for the purposes of maintaining your student record, managing processes in relation to your academic process, providing personal and academic advice and support, managing accommodation services and providing access to the Library and sports facilities. If you are also a member of staff of the University of Manchester we may also use your student data for staff administration purposes.

Whilst you are a student, we will also share your personal data with the University of Manchester Students' Union (UMSU), for the purposes of enabling membership and the use of their facilities. Data regarding ethnicity will also be shared with UMSU, for the purposes of monitoring equal opportunities access to facilities and services.

As part of the registration process we will require a photograph of you, either supplied by yourself or taken by University staff. This photograph will be used to provide you with a student card, and will be used for identification and security purposes, and for access to services whilst you are a student at the University.

The University also needs to collect and process sensitive personal data such as ethnic origin, disability data and sometimes other health data in order to undertake equal opportunity monitoring, and provide access to some courses and support for students where appropriate. We are also legally required to collect and process data on past criminal convictions for access to some courses. This data will only be shared between staff who have a legitimate need to see it.

The personal data held about you is processed in accordance with the Data Protection Act 1998. It is shared internally where appropriate in order to meet the purposes detailed above. The Act requires that any information held is accurate and has been processed fairly and lawfully. It gives you the right to check the information held and to correct it if necessary. It is therefore essential that you use Student Self Service to maintain the following information: addresses, email addresses, phone numbers and emergency contacts. You should contact your School to update any other information.

Students with additional support needs as the result of a disability, specific learning difficulty or medical condition are strongly encouraged to declare this information and to contact the Disability Support Office, 2nd Floor, University Place, tel +44 (0)161 275 7512, minicom +44 (0)161 275 2794, email dso@manchester.ac.uk

The University may use external data sources (eg HESA, Examination Boards) to verify personal information which you provide.

If you provide a mobile telephone number you may be sent text messages about administrative matters or contacted by telephone in emergency situations or where you have not responded to other forms of communication.

While you are a student

Some information on your student record and other information held by the University of Manchester about you will be sent to the Higher Education Statistics Agency (HESA). This forms your HESA record, which also contains details of your ethnic group and any disabilities you have. Information on the purposes for which HESA may process your data, and the third party organisations to which they may pass it may be found in their collection notice here: <http://www.hesa.ac.uk/content/view/141/171/#Student>.

The University of Manchester and the Higher Education Funding Council for England 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.

If your tuition fees are sponsored by a third party organisation, or you receive financial support in the form of a bursary or scholarship, reports related to your academic progress will be provided to your financial sponsor. No other personal data will be provided without your consent.

Personal contact details (name, address, email address, telephone number and mobile telephone number) will be provided for the National Student Survey (NSS) to HEFCE's appointed agent who may contact final year undergraduate students directly to take part in a survey to provide feedback about the quality of their programme of study. That organisation will use your details only for that purpose, and will then delete them. If you agree to participate, the survey questionnaire itself will be accompanied by further information about the handling and use of the data. HEFCE may share this information with the Department of Health (for NHS funded students). If you have any concerns about the use of data for this purpose, please contact the Records Management Office.

The University's central database will be used on occasion to select information on groups of students. You may, therefore, be notified of opportunities such as research projects, additional careers service material and further courses.

If you are a medical student, in order to comply with Tomorrow's Doctors, or a student within the Faculty of MHS, your student record, information pertinent to your educational achievements and to your fitness to practise will be shared by The University of Manchester with base hospitals, placements, training providers, education commissioning partners, employers, regulatory organisations and other medical schools.

If you live in University accommodation, the information that you provide on your accommodation application and during your stay will be used to administer your application, provide appropriate services and support and ensure your security. If you live in accommodation leased by the University from an external provider, equivalent data will be transferred to this third party for the same purposes.

After you graduate

As a former student, the University will wish to maintain contact with you for the purpose of sending details of activities that we think may be of interest to you, including the opportunity to network with other alumni. Therefore, some of your details will be passed to the Division of Development and Alumni Relations to be included on the alumni database. Your data will be made available to

Faculties, Schools and other clubs associated with the University and will be used for a full range of alumni activities including the sending of University publications, the notification of alumni events, career mentoring opportunities, fundraising programmes and for the promotion of services and alumni discounts. You will have the opportunity to opt-out of any future contact, should you so wish.

The university is a member of the Higher Education Degree Datacheck (HEDD), a shared service which allows employers or statutory bodies and their agents to verify basic degree and enrolment information about you, with your consent. Most commonly these checks are made if you register with an employment agency or are offered a job. Your consent will be sought in advance of such checks being undertaken.

About six months after you graduate, we will contact you to ask you to fill in the HESA 'Destination of Leavers from HE' survey. We will not give your contact details to HESA. You might be included in a sample of leavers who are surveyed again a few years after they 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 these second surveys, please let us know).

Disclosure to third parties

The University will not share your data with third parties, subject to the exceptions listed in this notice. Data will not be shared with parents or guardians unless there is judged to be a genuine and serious threat to your health or safety.

To assist with confirming that you are eligible for council tax exemption, information limited to name, date of birth and student registration number is provided to Manchester City Council for all full time students who are not living in halls of residence and have a Manchester City Council postcode.

Details of students eligible to partake in UK local government and parliamentary elections are passed to Manchester City Council for inclusion on the electoral register.

The University of Manchester is required in some circumstances to disclose data, where there is a legal obligation to do so, for example:

In response to urgent need to prevent injury or death

In response to a statutory request by a government department

To assist in the prevention or detection of crime

Some information will be sent to Government Education Departments, educational training establishments and examining bodies, professional regulatory bodies (such as the Health and Care Professions Council), Funding Councils (for example HEFCE), UCAS, National College for Teaching and Leadership (teacher training), Student Loans Company, US Loans and Local Authorities where appropriate and relevant.

Personal information may be provided to International Insight Group (otherwise known as iGrad) for the purposes of conducting the Student Barometer Survey. Data provided to iGrad will be used only for the purposes of the survey and will not be provided to any 3rd party

Further information on Data Protection and your data held by The University of Manchester is available from the Records Management Office, tel +44 (0)161 275 5782/8400.

Contact details

Records Management Office

Room G.0.11

John Owens Building

The University of Manchester

Oxford Road

Manchester

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tel +44 (0)161 275 5782

email foi@manchester.ac.uk

www.manchester.ac.uk/recordsmanagement