**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. We will also use your data to keep in touch with you after you have graduated’

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 Advisory and Support Service, 2nd Floor, University Place, tel +44 (0)161 275 7512, mobile number (text only for deaf students) 07899 658 79, email [dass@manchester.ac.uk](mailto:dass@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 Biological Sciences, Medical Sciences and Health Sciences, 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.

**The alumni community**

The University wishes to maintain a lifelong relationship with all our students and therefore at the point you become a student your details will be passed to the Division of Development and Alumni Relations (DDAR) to be included on the alumni database. The DDAR supports The University of Manchester through contact with alumni, students and supporters of the University. Our alumni and supporters are very important to us and we are committed to protecting your data.  Your data will not be disclosed to external organisations by the DDAR other than those acting as agents for the University. Data are used for a range of activities, including sending University publications, notification of alumni events, fundraising programmes and for the promotion of benefits and services; the DDAR processes your data in accordance with our legitimate interests in these areas. The DDAR may contact you by mail, email, telephone and social media. The DDAR does not sell to or trade your data with any other organisations. All data are held securely and in accordance with applicable data protection legislation by the DDAR. We aim to keep your data up to date and whilst you are a student the DDAR will update your data in the alumni database to reflect your student record. Once you graduate, you can manage your data online in the Manchester Network at: [your.manchester.ac.uk/update-your-details](https://your.manchester.ac.uk/update-your-details/).  Alternatively, you can send the DDAR your updates by email or tell the DDAR you don’t want to hear from it by contacting: [alumni@manchester.ac.uk](mailto:alumni@manchester.ac.uk). The DDAR’s full Privacy Notice is available here:  <https://your.manchester.ac.uk/privacy>

**After you graduate**

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.

After you graduate you may be contacted and asked to complete one or more surveys into the outcomes of higher education and your activities after graduation. These surveys are used to create statistics to meet the public interest in the outcomes of higher education. Information from third parties (such as your parent, or your provider if you’re in further study) might be used to complete sections of the surveys if you can’t be contacted. The surveys may be undertaken by your provider or by an organisation contracted for that purpose. Your provider will hold your contact details after you graduate in order for you to be contacted to complete a graduate outcomes survey.

Your contact details may be passed to HESA and/or an organisation contracted to undertake a graduate outcomes survey. 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 your provider, and your provider may choose to add additional questions to the survey for their own use.

Further privacy and data protection information will be provided if you are contacted for any of these surveys. You might also be contacted as part of an audit to check that the survey has been undertaken properly.

**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.

Further information on Data Protection and your data held by The University of Manchester is

available from:

Records Management Office

Room G.0.11

John Owens Building

The University of Manchester

Oxford Road

Manchester

M13 9PL

tel +44 (0)161 275 5782

email [foi@manchester.ac.uk](mailto:foi@manchester.ac.uk)

<http://www.staffnet.manchester.ac.uk/records-management/>