

## **STUDENT PRIVACY NOTICE**

### **Data Collection and Privacy Notice**

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 2018 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. This notice may be updated at any time. The most up to date version can be found at [www.aston.ac.uk/dataprotection](http://www.aston.ac.uk/dataprotection).

Your personal data will be processed in compliance with the DPA, and GDPR.

### **What we collect**

The personal data which we process includes details about the course you are studying and any qualifications awarded to you during the academic year. It also includes personal details about you such as your name, address and date of birth, and your educational history.

It also includes Information about your disability status, ethnicity, sexual orientation, gender reassignment or religion, which is classed as “Sensitive Personal Data” under the DPA, and “Special Categories of Data” under the GDPR.

We may also process still and video images of you on our CCTV system. This will be used for purposes including the prevention and detection of crime, maintenance of public safety and the security of the University’s premises.

### **Your rights**

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

Under the General Data Protection Regulation you will have the right of access to your personal information. You will also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

### **Automated decision-making**

The University will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention. You have the right to opt out of automated processing at any time and to require that decisions are assessed by a person.

### **Data transfers to other countries**

Your personal data may be transferred to countries outside the European Economic Area for the purposes described above. Your personal data will only be transferred to countries whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards are in place to protect your personal data.

## How we process your data

The University will process your personal data for the following purposes.

### **Purpose 1 – HESA Information**

We will provide your personal data to the Higher Education Statistics Agency (“HESA”), who will use your data for the purposes set out in the HESA Data Collection Notice, which can be found at [https://www.hesa.ac.uk/files/HESA\\_Student\\_Collection\\_Notice\\_2017-18.pdf](https://www.hesa.ac.uk/files/HESA_Student_Collection_Notice_2017-18.pdf).

#### **Legal basis for processing your information for Purpose 1**

Processing of your HESA information for Purpose 1 is necessary for the performance of a task carried out in the **public interest** or in the **exercise of official authority** vested in the Data Controller (See GDPR Article 6(1)(e)) and for statistical and research purposes (See GDPR Article 89). Processing of Special Categories of data is necessary for statistical and research purposes in accordance with Article 89(1) based on the duties in the Equality Act 2010 (See GDPR Article 9(2)(j)).

### **Purpose 2 – Enrolment at the University**

We will process your personal data when you enrol at the University. This is to assist us with the enrolment process and understand the key aspects of information which will relate to your study at the University. This will include your University identification card which will be retained on the University’s system.

The University has engaged a third party to support and assist with the printing of identification cards. The University will share your personal data with the third party to ensure that identification cards are generated on an expedited basis.

#### **Legal basis for processing your information for Purpose 2**

The processing of your personal data for Purpose 2 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 3 – Specific Requirements**

The University will process your personal data in the event that you have any specific requirements when enrolled at the University. This may include data regarding any disability or counselling and is used in order to allow us to assist you and your experience at the University.

#### **Legal basis for processing your information for Purpose 3**

We will process Special Categories of Data (e.g. information relating to health, disability or mobility requirements) if you have made us aware of such information (GDPR article 9(2)(e)). This information will be used to enable us to provide the appropriate services and assistance during your time at the University.

#### **Purpose 4 – Events**

The University will ask you if you want to attend events to assist with your learning and University experience. We will process your personal data to ensure that you are signed up to events and run reports on the attendance of events.

You may attend events which focus on placements and future careers, so we will process your personal data to advertise vacancies and opportunities to you based on your preferences.

#### **Legal basis for processing your information for Purpose 4**

The processing of your personal data for Purpose 4 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

#### **Purpose 5 – Student Record**

The University will process your personal data as part of your student record. This will contain the essential information that you will need throughout your academic career.

The University will process your personal details in respect of your award, your attendance and dates studied at the University. It is fundamental that the University retains this data permanently and it is unable to erase this information.

#### **Legal basis for processing your information for Purpose 5**

The processing of your personal data is necessary on the grounds of the University performing its obligations under our contract with you (GDPR Article 6(1)(b)). It is also necessary on the grounds of performing a task in the public interest (GDPR Article 6(1)(e)) and also on the grounds of the University's legitimate interest (GDPR Article 6(1)(f)).

#### **Purpose 6 - Surveys**

It is important that the University understands whether it is providing a satisfactory service so it will process your personal data when you complete surveys. This allows us to see whether any improvements can be made. We will also process your personal data when you complete surveys to assess how the student experience and the services the University provides has benefitted you. Some surveys are used to inform Aston's performance in rankings and league tables, so participation is important to the University, its students and its graduates.

#### **Legal basis for processing your information for Purpose 6**

The processing of your personal data for Purpose 6 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)) as the University needs to ensure that its service and your experience are beneficial to your University experience and graduate employability.

### **Purpose 7 – Third Party Agreements**

The University has a number of agreements with third parties which includes agreements with employers of apprentices studying at the University. The University will disclose information to these third parties relating to your progress, attendance and results. The University will also process your personal data for the purposes of the Higher Education Achievement Report (“HEAR”). HEAR is a report used by a number of Universities which offers a number of benefits to students and the University and also comprehensively records students’ achievement.

The University will process your personal data in order to comply with its obligations under its agreements with third parties to ensure that students’ achievements (including progress, attendance and results) and experience at the University is reported.

#### **Legal basis for processing your information for Purpose 7**

The processing of your personal data for Purpose 7 is necessary on the grounds of the University’s legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 8 – Careers and Placements**

Employability and placements are a fundamental part of your experience at the University. As this is a core aspect of your study at the University, we will process your personal data to record your attendance and monitor your progress. This will also include support from the Careers and Placements Team which includes updates and invitations regarding job opportunities and a placement year.

#### **Legal basis for processing your information for Purpose 8**

The processing of your personal data for Purpose 8 is necessary on the grounds of the University’s legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 9 – Mentoring**

You may sign up to be involved in mentoring sessions when enrolled at the University. We will process your personal data to record mentoring participation and evaluate the success of mentoring schemes.

#### **Legal basis for processing your information for Purpose 9**

The processing of your personal data for Purpose 9 is necessary on the grounds of the University’s legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 9 – IT usage**

The University will process your personal data when you use its IT facilities. This is to ensure that the University ensures its systems are secure and they are being used appropriately in accordance with its Information Security Policy.

#### **Legal basis for processing your information for Purpose 9**

The processing of your personal data is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 10 – Appeals/complaints/disciplinary**

Although the University does not envisage incidents involving appeals and complaints, it needs to ensure that it administers its policies and procedures in respect of students and considers appeals, complaints and disciplinary matters seriously. This also includes matters related to cheating and plagiarism. The University will therefore process your personal data to ensure that it deals with these procedures accordingly.

#### **Legal basis for processing your information for Purpose 10**

The processing of your personal data for Purpose 10 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)). The University needs to ensure that it administers its policies and procedures in respect of appeals, complaints and disciplinary matters.

### **Purpose 11 – Security**

Your safety and security is very important to the University. We will therefore process your personal data, including images captured by CCTV, to ensure the safety and security of you and your possessions, and to secure the University's campus. In certain circumstances we may also use body-worn video cameras. The use of CCTV on our premises is governed by Aston University's CCTV Code of Practice.

#### **Legal basis for processing your information for Purpose 11**

The processing of your personal data is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 12 – Learning Analytics**

The University wishes to improve the students' experience and uses learning analytics to collect data to make the University progress. We will process your personal data to record attendance and use of the University's facilities.

#### **Legal basis for processing your information for Purpose 12**

The processing of your personal data is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 13 – Emergencies**

There may be circumstances where the University needs to contact an emergency contact that you have specified or the emergency services in the event of an accident or illness.

#### **Legal basis for processing your information for Purpose 13**

We will process your personal data on the grounds of vital interests (GDPR Article 6(1)(d)). The processing of Sensitive Categories of Data is necessary on the grounds of the University protecting your vital interests (GDPR Article 9(2)(c)).

### **Purpose 14 – Reporting to Professional/Accreditation Bodies**

The University may be required to process your personal data to professional bodies, for example if you are undertaking a medical degree. In these instances, we will process your personal data to the relevant bodies.

#### **Legal basis for processing your information for Purpose 14**

We will process your personal data on the grounds of performing a task in the public interest in accordance with GDPR Article 6(1)(e)).

### **Purpose 15 – Reporting to Financial and Government Bodies**

The University may be required to process your personal data to financial organisations such as the Student Loans Company and US Loans for their reporting requirements. We may also be required to process your personal data in order to report to UK Visas and Immigration to ensure compliance with visa conditions.

#### **Legal basis for processing your information for Purpose 15**

We will process your personal data on the grounds of performing a task in the public interest in accordance with GDPR Article 6 (1)(e).

### **Purpose 16 – Marketing**

We value your engagement with the University while you are a student and would like to keep you up to date with information pertaining to student life. We would like to use your personal details for the purpose of sending you marketing materials such as invitations to events at the University and activities specifically for students taking place on campus, as well as newsletters and magazines by post and email.

### **Legal basis for processing your information for Purpose 16**

We will process your personal data in the case of communication by email for marketing purposes on the basis of your consent. You have the right to opt out of this type of processing at any time. We will not contact you for this purpose if you are registered with the Telephone Preference Service (“TPS”) unless you tell us that we can.

### **Consent**

I consent to my personal data, including my personal email address, being processed so the University can contact me to share news, invite me to events and offer benefits. I understand that I may opt out of receiving these communications at any time.

- Yes please, keep me up to date by email
- Yes please, please keep me up to date by text
- No thanks, please **do not** contact me by post
- No thanks, please **do not** contact me by telephone