

## **Student Privacy Notice**

Students of St Mary's University College are registered as students of Queen's University Belfast. On completion of registration, students confirm that they agree and understand the University's use of data and purposes for processing. Details of the Queen's University Privacy Notice for Students is available from the Queen's University website. <http://www.qub.ac.uk/about/Leadership-and-structure/Registrars-Office/Information-Compliance-Unit/Data-Protection/>

St Mary's University College is registered separately with the Information Commissioner's Office and is legally responsible for complying with the Data Protection Act (1998), and the General Data Protection Regulation (GDPR) due to be implemented on 25 May 2018. A separate privacy notice is therefore supplied for St Mary's students. Whilst this is not dissimilar to the Queen's University notice, there are particular references made to data processed outside of the Queen's University Student Record System.

In order to carry out its functions and supply information internally and externally, St Mary's University College collects, holds and processes personal information relating to its students. The following statements explain our responsibilities in complying with data protection legislation, explaining why and how we collect your data and the purposes it is used for.

### **1 Why we collect your personal data?**

Your personal data is required for us to:

- Deliver services, pursue our legitimate interests and carry out our official functions as an Institution of Higher Education;
- Comply with our legal obligations;
- Protect your vital interests, or those of another party, where necessary.

A list of the functions and general activities relating to student data is set out within the College's Official registration with the Information Commissioners Office and is available [here](#). Where there are activities or circumstances that are not covered under the general headings provided, we will ensure that you consent to data being processed.

### **2 How do we collect information about you?**

We will collect your information in the following ways:

- Admission data through your application to St Mary's including personal contact details, school/college, qualifications obtained, course choice and equal opportunity data in relation to gender, disability and ethnicity;
- Registration information supplied by the Queen's University Student Information System (QIS) including updated contact details, further equal opportunity monitoring data including religious background;
- Information gathered and verified in relation to an application for a criminal history check (where required under legislation pertaining to regulated activity);
- Health information through a medical questionnaire which is issued for courses of Initial Teacher Education;

- Information relating to the provision of advice, support and welfare including data processed through St Mary's Student Guidance and Support and Queen's Disability Services;
- Information supplied through registration will be transferred from the Student Information System to the College Finance section for the purposes of tuition fee assessment, administration of loans, bursaries and billing.
- Examination and assessment results via College Examination Boards including academic offences/ disciplinary information;
- Attendance data through the College Attendance System;
- Photographs and video recordings for the purpose of recording lectures, student assessment and examination.
- Information related to the prevention and detection of crime and safety of College staff and students including, but not limited to, CCTV recording;
- Information on your use of College services including the College Library and Careers and Employability Services.
- If you sign up to play for a College Sports Team, information from you including name; student identification number; home address; college email address; details about your course (including Course Start Date, Year, Location, Mode and Programme of study and the Department/Faculty); the relevant College Sports Team which you play for and the name of any external local club/team which you play for in the same sport.

### **3 How do we use your personal data**

St Mary's processes your data, including your photograph, during application and registration in order to:

- Enrol you as a student and maintain your student record;
- Administer your course and academic progress;
- Administer the financial aspects of your studies, including tuition fees and bursaries;
- Provide or offer facilities and services to you during your time as a student and thereafter as part of the College's legitimate business (e.g. library access, computing, sports facilities, Students' Union membership, alumni membership and activities);
- Carry out its legal duties and statutory responsibilities;
- Administer security, disciplinary, complaint and quality assurance processes and arrangements;
- Investigate indications of any breaches of University and College Regulations;
- Ensure the health, safety and wellbeing of staff and students;
- Contact you, your next of kin, or other relevant contact in case of an emergency;
- Monitor and evaluate the student experience;
- Monitor the effectiveness and efficiency of College programmes;
- Fulfil statutory reporting requirements;
- Respond to requests made under the Data Protection Act 1998 and any successor legislation;
- Conduct equal opportunities monitoring and equality impact assessments to ensure our policies and practices do not discriminate against individuals;
- Notify you of other services and events related to your studies (in accordance with your rights under the Privacy and Electronic Communications Regulations).

Your final academic award is regarded as public information and details will be forwarded to the College Alumni Office to enable lifelong contact to be maintained. Graduation ceremonies or events held at St Mary's are regarded as public events and may be recorded by the College.

The College may contact students who have graduated in order to gather information on employment or other activity. If you are unavailable, the College may obtain this information from a third party such as a close relative. This is explained further through the Higher Education Statistics Agency [Student Collection Notice](#).

Personal data, including sensitive personal data, may be shared between colleagues who legitimately need the information to carry out their normal duties to support your time with us. The College endeavours to ensure that sensitive personal data is only shared with colleagues with your explicit consent. However, circumstances may arise where this data is shared with colleagues without gaining your consent. This will only occur if it is necessary to protect your vital interests or the vital interests of another person; or for certain other reasons where it is not possible or appropriate to gain your consent such as disclosures to the police for prevention or detection of crime, or to meet statutory obligations relating to equality monitoring.

#### 4 Who is my personal data shared with outside of the College?

St Mary's may share personal data to third parties outside of the College as part of its legal obligation, official function or in the interests of protecting the vital interests of an individual or third party. A list of external organisations and the purpose for sharing information is supplied below:

Third Party	Purpose for Sharing information
Higher Education Statistics Agency (HESA), funding councils and other government bodies	Data will be passed to HESA, funding councils and government bodies as required. The HESA Student Collection Notice provides information to students about what happens when their data is sent to HESA. This information is available online at:  <a href="https://www.hesa.ac.uk/about/regulation/data-protection/notices">https://www.hesa.ac.uk/about/regulation/data-protection/notices</a>
Educational loan providers (including Student Loans Company)	For the purposes of confirming identity, attendance and enrolment in order to facilitate and enable the provision of financial support to you as appropriate.
Professional bodies (e.g. General Teaching Council for Northern Ireland;)	For the purposes of confirming your qualifications and the accreditation of your course.
Queen's University Belfast	Queen's University store and administer student records for all students of the University including those for students attending St Mary's University College. Key information will be accessed by the University in order to fulfil their statutory obligations and service delivery requirements as the validating University.

College Doctor	Health information may be shared with the College Doctor in order to assess fitness to practice, particularly for initial teacher education programmes.
Work placement sites	Data may be shared with relevant parties where necessary for the purposes of your study - for example, contact details and information regarding your academic record. In addition to Access NI checks some students may be required to undertake further checks by their placement provider.
Overseas Institutions	There will, of necessity, be a limited flow of student data between St Mary's and Universities offering exchange opportunities. In cases where the exchange institution is based outside the EEA, such disclosure will usually require consent from students, sought before their exchange begins.
The Higher Education Funding Council for England (HEFCE) and its agents	St Mary's must, statutorily, provide student statistical data to HEFCE and its agencies. HEFCE may also pass contact details to survey contractors to carry out the National Student Survey (NSS) and Graduate Destination/ Outcomes.
Potential employers or providers of education whom you have approached	For the purposes of confirming your qualifications.
UK or local government agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of a tax or duty, enforcement of bye-laws, or safeguarding national security	As necessary, and with appropriate consideration of your rights and freedoms. Departments may include the Department of Work & Pensions, the Police, the Foreign & Commonwealth Office
Home Office, UK Visas and Immigration (UKVI)	In order to fulfil the College's obligations as a visa sponsor.
Access NI	In order to apply for an Enhanced check, and to comply with placement providers.

Third party software suppliers	<p>Where external computer systems are required to facilitate the purposes listed in section 2, student data may be shared with software suppliers. Where strictly necessary, the College may share copies of student data in order to test or troubleshoot the IT systems we use or plan to use. Any such transfer will be subject to a formal agreement between the College and those suppliers, to ensure protection of your personal data.</p> <p>Examples may include Office 365, Online VLE, C2k and Assessment systems (e.g. Turnitin), Survey and Communications Tools, and systems underpinning authentication to subscription services that the College is required to manage.</p>
Next of Kin	Only with your consent; or in case of an emergency.
Third Party – Sporting Bodies and Associations e.g. GAA, LGFA, The Camogie Association, NetballNI, NIWFA, IFA, NISFA	If you sign up to play for a St Mary’s University College Sports team, certain of your personal information may be shared with external Sporting Bodies and Associations for the purpose of administration of the College’s participation in external sporting events and competitions.

## 5 Transfer of personal data to other countries

Where data is shared within the UK, or the European Union (EU), the third party will be required to comply with and safeguard the data under the terms of the DPA and appropriate EU regulations.

Your personal information will only be transferred to countries, outside of the EU, whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards, such as the EU-US Privacy Shield, are in place.

## 6 How long will we keep your personal data?

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with the College Disposal and Retention Policies. Data will be securely destroyed when no longer required. Some data, such as your degree classification, will be retained indefinitely.

## 7 Your rights

Your rights relating to your personal data include:

- To be informed what personal data the College holds about you and what it is used for;
- To access your personal data;

- To update the personal data the College holds;
- To be informed how the College is complying with its obligations under the Data Protection Act 1998 and any successor legislation;
- To complain if you do not believe that the College's Data Protection Policy has been followed.
- You will have additional rights under the GDPR i.e. the right to rectify inaccurate information; to restrict processing; to object to processing; to data portability; and the right to erasure. These rights are limited in certain circumstances by the GDPR.

You may request a copy of the personal information held about you by the College. If you wish to make such a request you should do so, in writing, to the Data Protection Officer.

### **Contact Information**

If you have any concerns regarding the processing of your data or data sharing by the College, please contact:

The Data Protection Officer  
St Mary's University College  
191 Falls Road  
Belfast  
BT12 6FE

Tel: (028 90268304).

You also have the right to complain to the ICO if you are unhappy about the way the College handles your personal data: <https://ico.org.uk/concerns/>

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