

Data Protection Procedure

This is a statement of the data protection procedure adopted by De Montfort University.

The University needs to collect certain types of information about people with which it deals in order to operate. This includes information relating to current, past or prospective employees, suppliers, clients, customers and others with whom it communicates. In addition, it may be required by law to collect and use certain types of information of this kind to comply with the needs of government departments for business and other data. This personal information must be dealt with properly however it is collected recorded and used - whether on paper in a computer or recorded on other material. There are safeguards to ensure this proper use through the Data Protection Act 1998.

De Montfort University regards lawful and correct treatment of personal information as very important to successful operation and to maintaining the confidence of those with whom it deals. The organisation treats personal information lawfully and correctly.

To this end, De Montfort University fully endorses and adheres to the principles of data protection as enumerated in the Data Protection Act 1998. This University will through appropriate management adopt the strict application of criteria and control, observe fully conditions regarding the fair collection and use of information

It will:

- Meet its legal obligations to specify the purposes for which information is use
- Collect and process appropriate information only to the extent that it is needed to fulfil operational needs or comply with any legal requirements.
- Ensure the quality of information used
- Apply strict checks to determine the length of time information is held
- Ensure that the rights of people about whom information is held can be fully exercised under the Act.
- Take appropriate technical and organisation security measures to safeguard personal information
- Ensure that personal information is not transferred abroad without suitable safeguards

In addition the University will ensure that:

- There is someone with specific responsibility for data protection in the organisation
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice
- Everyone managing and handling personal information is appropriately trained to do so and that they are appropriately supervised
- Anybody wanting to make enquiries about handling personal information knows what to do
- Queries about handling personal information are promptly and courteously dealt with
- Methods of handling personal information are clearly described
- A regular review and audit is made of the way personal information is managed and that methods of handling personal information are regularly assessed and evaluated

Any enquiries on personal data protection should be addressed to the Information Governance Manager, who has day-to-day responsibility for Data Protection Act compliance:

Fraser Marshall
Information Governance Manager
Information Technology & Media Services
De Montfort University
The Gateway
Leicester LE1 9BH

Or emailed to fmarshall@dmu.ac.uk

The Data Protection Act 1998 confers responsibilities on the University for ensuring that all personal data it collects and processes about students is used appropriately and that it is kept secure. Students also have responsibilities for making sure that they are within the law when handling personal data.

University Responsibilities

De Montfort University is required by law to register with the Information Commissioner's Office. Dieter Kräftner, Director of Information Technology and Media Services is registered with the ICO as the person responsible for Data Protection.

The University collects information about students for various administrative, academic and health and safety reasons. The Data Protection Act 1998 states we should obtain consent to do this and since we cannot manage your presence and progression within the University without this we are asking you to give permission to collect this information by signing the appropriate box on your enrolment form. The information collected will be made available only to those authorised to access it within the organisation. Key contact data may be sent to the De Montfort University Student's Union to give you information on their services. We may also send you information about University programmes and courses.

Information on your progression may be sent to a sponsor if you have one and if requested by them (for example, a company funding your fees). Other information is sent to the Higher Education Funding Council for England and other government bodies for statistical purposes.

We also request information on a contact that can be used for emergencies. You should ensure that this contact is aware that you have nominated them in this role. If as part of your studies you go to a country outside the European Economic Area we will ask your permission where it is necessary to send information about you to another organisation.

If you have any questions regarding the collection and use of your personal data you can consult the Student Portal or the University's Information Governance Officer.

Your Responsibilities

You should ensure the University receives any changes that affect data you have provided for the University, such as a new address as soon as possible. You can do this through the Managed Learning Environment.

Most use of personal data by students may be considered as "domestic" and falls outside the scope of the Act, for example when using DMU email, you and not the University are responsible for whatever you may say about another person. Students have a responsibility for the management of any data about living persons that they collect or use in their studies. If you undertake activities associated with your studies that involve collecting data from people there are steps you will need to take to protect that data. You should discuss this with the appropriate tutor when you come to plan any work involving surveys and similar activities.

Further Information

Full information on the extent of personal data collected by the University and its purposes together with other information on data protection is available through the Student Portal in the Handbook section, which can be accessed from any computer with Internet connectivity. There are also processes in place to enable you to access your personal data under the Act.

You may also contact the Information Governance Officer who is responsible for compliance with the Act.

Fraser Marshall
Information Governance Manager
Information Technology & Media Services
De Montfort University
The Gateway
Leicester LE1 9BH

Or emailed to fmarshall@dmu.ac.uk

More information about the administration of the Data Protection Act is available from the independent authority set up to uphold information rights, the Information Commissioner's Office, via their website at <https://www.ico.gov.uk/>

Recovery of debts

As part of debt recovery processes the University may release relevant information on to an agency to which it contracts for this purpose.

HESA Collection Notices

The University is required to pass certain information to the Higher Education Statistics Agency (HESA). The following collection notices are provided to Higher Education Institutions nationally and may also be accessed at the following link:

<http://www.hesa.ac.uk/collection-notices>

More information about data protection and the HESA records is available here:

<http://www.hesa.ac.uk/index.php/content/view/140/170/>

Note: Versions provided for post graduate and Associate College students vary in some details.

Student Collection Notice

STUDENT AND LEAVER SURVEYS

Your contact details may be passed to survey contractors to carry out the [National Student Survey](#) (NSS) and surveys of student finances, on behalf of the organisations listed below under Purpose 1. These organisations and their contractors will use your details only for that purpose, and will then delete them.

About six months after you graduate, we will contact you to ask you to fill in the Higher Education Statistics Agency (HESA) 'Destinations of Leavers from HE' questionnaire. We will not give your contact details to HESA.

You may also be included in longitudinal surveys of leavers in the years after you 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 any of these surveys, please let us know.

THE HESA STUDENT RECORD

We will send some of the information we hold about you to HESA. HESA collects, and is responsible for, the database in which your HESA student record is stored. HESA uses this information in its own right, for example to publish statistics about students in higher education. HESA may link information from the HESA student record to other related datasets such as UCAS, NSS and Student Loan Company data. All uses of the HESA Student Record must comply with the Data Protection Act 1998.

HESA is a registered charity and operates on a not-for-profit basis. It may charge other organisations to whom it provides services and data.

Sensitive information

If you give us information about your disability status, ethnicity, sexual orientation, gender reassignment or religion these may be included in the HESA Student Record to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act.

If you are enrolled at a higher education institution in England regulated by the Higher Education Funding Council for England the HESA student record will include details of any financial support you may receive from us to enable research into the provision of fair access to higher education.

Your sensitive information will not be used to make decisions about you.

The HESA Student Record is used for four broad purposes:

Purpose 1 - Public functions

Education statistics and data

The HESA Student Record is used by some organisations to help carry out public functions connected with education in the UK. These organisations are data controllers in common of the HESA Student Record under the terms of the Data Protection Act. Such organisations include:

- Department for Business, Innovation and Skills
- Welsh Government
- Scottish Government
- Department for Employment and Learning, Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales
- Scottish Further and Higher Education Funding Council
- Department for Education
- Research Councils
- The Data Service (on behalf of the Skills Funding Agency)
- The National College for Teaching and Leadership
- The National Health Service
- Office For Fair Access

and any successor bodies. These organisations may link information from the HESA Student Record with other information they hold. For example the Department for Education and the Department for Business Innovation and Skills link the HESA Student Record to the National Pupil Database and the Individual Learner Record. The Funding Councils link the HESA Student Record to data from the Student Loan Company. Linked data is used for research into education.

Other uses

The HESA Student Record may also be used by some organisations to help carry out public functions that are not connected with education. Such uses may include the following:

- Measurement of population levels and migration by the Office for National Statistics, National Records of Scotland and the Northern Ireland Statistics and Research Agency
- Monitoring of public expenditure by the National Audit Office
- Monitoring of the accuracy of electoral registers by Electoral Registration Officials.

Purpose 2 - Administrative uses

Previous Qualifications -If you are enrolled at an institution in England: We and the Higher Education Funding Council for England (HEFCE) 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 or the availability of a place for you to study with us.

Non-EU domiciled students - If you are a non-EU domiciled student HESA may be requested to provide data about you to the United Kingdom's immigration authorities.

These authorities may process your personal data in order to carry out their public functions connected with immigration.

Your HESA record will not be used to make decisions about you other than for those uses outlined under Purpose 2.

Purpose 3 - HESA publications

HESA uses the HESA Student Record to produce statistical publications. These include some [National Statistics](#) publications and online management information services. HESA will take precautions to ensure that individuals are not identified from the data which are processed for Purpose 3.

Purpose 4 - Equal opportunity, research, journalism and other processing in which there is a legitimate interest

HESA and the other data controllers listed under Purpose 1 may also supply data to third parties where there is a legitimate interest in doing so. Examples of use for this purpose include:

- Equal opportunities monitoring
- Research - This may be academic research, commercial research or other statistical research where this is in the public interest
- Journalism - Where the relevant publication would be in the public interest e.g. league tables
- Provision of information to students and prospective students

Users to whom data may be supplied for Purpose 4 include:

- Higher education sector bodies
- Higher education providers
- Academic researchers and students
- Commercial organisations (e.g. recruitment firms, housing providers, graduate employers)
- Unions
- Non-governmental organisations and charities
- Local, regional and national government bodies
- Journalists

Data supplied by HESA to third parties is supplied under contracts which require that individuals shall not be identified from the supplied data. A copy of HESA's current agreement for the supply of data is available at www.hesa.ac.uk/bds-details#e.

THE HESA INITIAL TEACHER TRAINING RECORD ("ITT")

If you are on an ITT course at a higher education provider in England, HESA will collect data about you and provide this to The National College for Teaching and Leadership.

The National College for Teaching and Leadership is a data controller under the terms of the Data Protection Act 1998 and will process your personal data in order to carry out their public functions connected with teacher training in the UK.

ABOUT THE HESA STUDENT COLLECTION NOTICE

The HESA Student Collection Notice is regularly reviewed. The most up to date version can be found at www.hesa.ac.uk/fpn. Minor updates to the Student Collection Notice (including organisation name changes and clarification of previously specified purposes) may be made at any time. Major updates (such as a new purpose or administrative use) will be made no more than once per year.

YOUR RIGHTS

Under the Data Protection Act 1998 you have rights of access to the data HESA holds about you. You will have to pay a small fee for this. For further information about the HESA Student Record please see www.hesa.ac.uk/dataprot or email data.protection@hesa.ac.uk

Staff Collection Notice

The HESA Staff Record

Every year, we send some of the information we hold about you to the Higher Education Statistics Agency (HESA). This forms your HESA Staff Record which does not contain your name or contact details. If you leave your current employment and move to another higher education institution we may pass your HESA staff ID number to your new employer to enable research into employment in the higher education sector.

It is not intended to use your HESA staff record to make decisions about you.

HESA collects, and is responsible for, the database in which your HESA Staff Record is stored. HESA uses this information in its own right, for example to publish statistics about staff in higher education. All uses of the HESA Staff Record must comply with the Data Protection Act 1998.

HESA is a registered charity and operates on a not-for-profit basis. It may charge other organisations to whom it provides services and data.

Sensitive information

If you give us information about your disability status, ethnicity, sexual orientation, gender reassignment, parental leave or religion these may be included in the HESA Staff Record to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act. Your sensitive information will not be used to make decisions about you.

Purposes for collecting the HESA Staff Record

The HESA Staff Record is used for four broad purposes:

Purpose 1 - Public functions

The HESA Staff Record is used by some organisations to help carry out public functions connected with education in the UK. These organisations are data controllers in common of the HESA Staff Record under the terms of the Data Protection Act. Such organisations include:

- Department for Business, Innovation and Skills
- Welsh Government
- Scottish Government
- Department for Employment and Learning, Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales
- Scottish Further and Higher Education Funding Council
- Research Councils
- Department for Education

and any successor bodies. The HESA Staff Record may also be used by some organisations to help carry out public functions that are not connected with education such as monitoring of public expenditure by the National Audit Office.

HEFCE will link data about academic staff to Research Excellence Framework submissions in order to monitor equal opportunities in relation to that exercise.

Purpose 2 - HESA publications

HESA uses the HESA Staff Record to produce statistical publications. These include some [National Statistics](#) publications and online management information services. HESA will take precautions to ensure that individuals are not identified from the data which they process for Purpose 2.

Purpose 3 - Equal opportunity, research, journalism and other processing in which there is a legitimate interest

HESA and the other data controllers listed under Purpose 1 may also supply data to third parties where there is a legitimate interest in doing so. Examples of use for this purpose include:

- Equal opportunities monitoring
- Research - This may be academic research, commercial research or other statistical research where this is in the public interest
- Journalism where the relevant publication would be in the public interest e.g. league tables
- Provision of information to students and prospective students

Users to whom data may be supplied for Purpose 3 include:

- Higher education sector bodies
- Higher education providers
- Academic researchers and students
- Commercial organisations
- Unions
- Non-governmental organisations and charities
- Local, regional and national government bodies
- Journalists

Data supplied by HESA to third parties is supplied under contracts which require that individuals shall not be identified from the supplied data. A copy of HESA's current agreement for the supply of data is available at www.hesa.ac.uk/bds-details#e.

Purpose 4 - Clinical academic staff and health professionals only

If you work in a clinical or health-related role or department the following organisations may use your HESA staff record for additional purposes:

Universities UK through the activities of its Medical Schools Council and Dental Schools Council - Monitoring trends in clinical academic staffing as a basis for partnership between the NHS and universities. Promoting, maintaining and improving high

quality education, research and clinical practice in the UK. Publishing results of research into clinical academic staffing at a detailed statistical level from which there may be a risk of identification of individuals through combinations of characteristics.

About the HESA Staff Collection Notice

The HESA Staff Collection Notice is regularly reviewed. The most up to date version can be found at www.hesa.ac.uk/fpn. Minor updates to the Staff Collection Notice (including organisation name changes and clarification of previously specified purposes) may be made at any time. Major updates (such as a new purpose) will be made no more than once per year.

Your Rights

Under the Data Protection Act 1998, you have rights of access to the data HESA holds about you. You will have to pay a small fee for this. For further information about the HESA Staff Record please see www.hesa.ac.uk/dataprot or email data.protection@hesa.ac.uk

Destinations of Leavers from HE (DLHE) Collection Notice

For leavers who graduated between 1 Aug 2012 and 31 December 2012

We will send information from this form to the Higher Education Statistics Agency (HESA).

This data will be linked to other information held about you as a student, including similar information you gave when you enrolled, and details of the qualification you gained. **Your HESA record will not be used in any way that affects you personally.**

The HESA DLHE Record is used for three broad purposes:

Purpose 1. Public functions

The HESA record is used by the organisations listed below, or agents acting on their behalf, to carry out their public functions connected with education in the UK.

- Department for Business, Innovation and Skills
- Welsh Government
- Scottish Government
- Department for Employment and Learning, Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales
- Scottish Further and Higher Education Funding Council
- Department for Education
- Research Councils
- The Data Service (on behalf of the Skills Funding Agency)
- The National College for Teaching and Leadership
- The National Health Service
- Office For Fair Access

The HESA record may also be used by the Office for National Statistics and the National Audit Office to fulfil their statutory functions of measuring population levels and monitoring public expenditure.

Purpose 2. HESA publications

HESA use the HESA record to produce anonymised data in annual statistical publications. These include some National Statistics publications and online management information services.

Purpose 3. Equal opportunity, research, journalism and other processing in which there is a legitimate interest

HESA will also supply anonymised data to third parties for the following purposes:

- Equal opportunities monitoring - Your HESA record may contain details of your ethnic group and any disabilities you have. This data is only used where it is needed to promote or maintain equality of opportunity or treatment between persons of different racial or ethnic origins, religious beliefs or different states of physical or mental conditions

- Research. This may be academic research, commercial research or other statistical research into higher education where this is of benefit to public interest.
- Journalism, where the relevant publication would be in the public interest e.g. league tables

Anonymised data for the above purposes is supplied by HESA to the following types of user:

- Local, regional and national government bodies who have an interest in higher education
- Higher education sector bodies
- Higher education institutions
- Academic researchers and students
- Commercial organisations (e.g. recruitment firms, housing providers, graduate employers)
- Unions
- Non-governmental organisations and charities
- Journalists

HESA will take precautions to ensure that individuals are not identified from the anonymised data which they process.

Your rights

Under the Data Protection Act 1998, you have rights of access to the data HESA holds about you. You will have to pay a small fee for this. For further information about the HESA record please see www.hesa.ac.uk/dataprot or email data.protection@hesa.ac.uk

Destinations of Leavers from HE (DLHE) Collection Notice

For leavers who graduated between 1 Jan 2013 and 31 July 2013

We will send information from this form to the Higher Education Statistics Agency (HESA). This data will be linked to other information held about you as a student, including information you gave when you enrolled, and details of the qualification you gained. Information about the uses of this data is available in the Student Collection Notice here: www.hesa.ac.uk/fpn#Student.

Your HESA record and survey responses will not be used in any way that could be used to make decisions about you.

HESA collects, and is responsible for, the database in which your HESA record is stored. HESA uses this information in its own right, for example to publish statistics about leavers from higher education. All uses of the HESA record must comply with the Data Protection Act 1998. HESA is a registered charity and operates on a not-for-profit basis. It may charge other organisations to whom it provides services and data.

The HESA record is used for three broad purposes:

Purpose 1 - Public functions

The HESA record is used by some organisations to help carry out public functions connected with education in the UK. These organisations are data controllers in common of the HESA record under the terms of the Data Protection Act. Such organisations include:

- Department for Business, Innovation and Skills
- Welsh Government
- Scottish Government
- Department for Employment and Learning, Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales
- Scottish Further and Higher Education Funding Council
- Department for Education
- Research Councils
- The Data Service (on behalf of the Skills Funding Agency)
- The National College for Teaching and Leadership
- The National Health Service
- Office For Fair Access

and any successor bodies. These organisations may link information from the HESA record with other information they hold. The HESA record may also be used by other organisations to help carry out public functions that are not connected with education. Such users include the Office for National Statistics and the National Audit Office who may use the data to fulfil their statutory functions of measuring population levels and monitoring public expenditure.

Purpose 2 - HESA publications

The HESA record is used to produce statistical publications. These include some [National Statistics](#) publications and online management information services. HESA will take precautions to ensure that individuals are not identified from the data which are processed for Purpose 2.

Purpose 3 - Equal opportunity, research, journalism and other processing in which there is a legitimate interest

HESA and the other data controllers listed under Purpose 1 may also supply data to third parties where there is a legitimate interest in doing so. Examples of use for this purpose include:

- Equal opportunities monitoring
- Research - This may be academic research, commercial research or other statistical research where this is in the public interest
- Journalism - Where the relevant publication would be in the public interest e.g. league tables
- Provision of information to students and prospective students

Users to whom data may be supplied for Purpose 3 include:

- Higher education sector bodies
- Higher education providers
- Academic researchers and students
- Commercial organisations (e.g. recruitment firms, housing providers, graduate employers)
- Unions
- Non-governmental organisations and charities
- Local, regional and national government bodies
- Journalists

Data supplied by HESA to third parties is supplied under contracts which require that individuals shall not be identified from the supplied data. A copy of HESA's current agreement for the supply of data is available at www.hesa.ac.uk/bds-details#e.

About the HESA DLHE Collection Notice

The HESA DLHE Collection Notice is regularly reviewed. The most up to date version can be found at www.hesa.ac.uk/fpn. Minor updates to the DLHE Collection Notice (including organisation name changes and clarification of previously specified purposes) may be made at any time. Major updates (such as a new purpose) will be made no more than once per year.

Further surveys

You may be included in further longitudinal surveys of leavers from higher education. 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 any of these surveys, please let us know.

Your rights

Under the Data Protection Act 1998 you have rights of access to the data HESA holds about you. You will have to pay a small fee for this. For further information about the HESA record please see www.hesa.ac.uk/dataprot or email data.protection@hesa.ac.uk