

UNIVERSITY OF CUMBRIA
PRIVACY NOTICE FOR ALL THE STUDENT PROCEDURES LISTED BELOW

Introduction

The University of Cumbria collects and uses personal information about students in accordance with applicable Data Protection and Privacy laws, including the Data Protection Act 1998 and (when in force) the General Data Protection Regulation. Please read this Privacy Statement carefully and contact us if you have any queries.

This Privacy Notice explains how we handle the personal information requested and collected in relation to the operation of the following student procedures:

- a) Academic Appeals procedure
- b) Extenuating Circumstances procedure
- c) Academic Malpractice procedure
- d) The Student Complaints procedure
- e) Student Progress Reviews (incorporating Fitness to Practice)
- f) Student Code of Conduct and Disciplinary procedures (incorporating Fitness to Practice (health, conduct and behaviour))
- g) Professional Practice Case Conference
- h) Student withdrawal, break in learning or transfer procedures.

What personal information do we collect?

We will collect, process and store the following personal data about you:

Information you give us. This is information about you that you give us by:

- Filling in an application form for any of the above procedures.
- Supplying further information as part of any of the above procedures.

Such information may include:

- Your name and contact details (where not your student email address)
- Your student number, year and programme of study and your campus base.
- Other personal information you choose to disclose eg: about your personal circumstances, relevant to the concerns and/or procedure. This may include health and wellbeing issues.

Information we receive from other sources. This is information, held within the University, or by a placement provider, collected during any of the above procedures as part of the investigation/procedure being completed. This may include, for example, concerns about your health and wellbeing, reference to a disability or Special Learning Disability (SpLD), comment on alleged conduct or behaviour that would potentially be utilised within any of the above-mentioned processes.

We may also collect some information, which is classed as Sensitive Personal Data, Criminal Offence Data or Special Category Data, including health and wellbeing, a disability or SpLD. We will only use Sensitive Personal Data, Criminal Offence Data or Special Category Data with your explicit consent, except in limited, exceptional circumstances permitted by Data Protection legislation (for example, to protect the welfare of yourself or others when making fitness to practise or study decisions or to comply with legal obligations).

How will we use your information?

We will use your information for the purpose of handling all the above listed procedures.

What is the legal basis for using student information?

We use student information for the following main reasons –

- As part of our public task of teaching and research.

This includes the use of student information for teaching and research activities, maintaining a student record, statutory reporting, professional body and regulatory requirements.

- Activities relating to our contract with you as a student.

This includes the use of student information to administer placements, handle complaints or disciplinary matters, administer fee payments and provide services or support to you.

- To fulfil legal obligations

This includes for example Equal Opportunities monitoring, Health and Safety, Visa and Immigration, Safeguarding and Prevent duties. This can include sharing student information with government bodies.

- To protect vital interests

We may on occasion use your information to protect the welfare of you or others, for example to respond to the emergency services.

Storing your information

All information you provide to us is stored within the European Economic Area (EEA) on our secure servers. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your relevant file for any of the above procedures will be retained for a total of 7 academic years, with the first year being the academic year the case file was closed. Following this period your information will be securely destroyed.

Disclosure of your information

The university discloses your information as outlined below –

Student Code of Conduct and Disciplinary Procedure (incorporating fitness to practise): The University has a statutory requirement to inform external agencies of certain outcomes of the Disciplinary Procedure, for example, but not limited to:

- The Disclosure and Barring Service (DBS)
- Independent Safeguarding Authority
- The Health and Care Professions Council (HCPC)
- UK Visas and Immigration
- Professional organisations according to programme regulations, for example but not limited to specific local Police Constabulary, Military body,

local Health Trust, particularly where a student is employed by a professional organisation.

Students are notified should external reporting be required.

Your Rights

Where we rely on your consent to process your information you have the right to withdraw your consent at any time. You can do this by contacting the relevant generic email address associated with each of the above procedures.

Under the Data Protection Act 1998 and the General Data Protection Regulation you have a right to a copy of the current personal information held on you by the University. To request a copy of your data, please use the request form available on the university website at <http://www.cumbria.ac.uk/dataprotection>

For further information or advice about your rights under the Data Protection Act, including details of how to contact the University's Data Protection Officer, please see our webpages at <http://www.cumbria.ac.uk/dataprotection>.

You can also visit the Information Commissioner's website for further information and advice on your rights under both the Data Protection Act and the General Data Protection Regulation. You also have the right to complain to the Information Commissioner if you are unhappy with the way your information is being handled. Please see www.ico.org.uk for further details.