

STUDENT PROCEDURES PRIVACY NOTICE

This Privacy Notice explains how the University of Cumbria (“we”, “our”, “us”) will handle personal data when we as part of procedures used to address and investigate situations when things have gone wrong. These include disciplinary, complaints, progress review procedures and Fitness to Practice procedures.

"Personal data" is any information from which you can be identified. The personal data we collect, and how we process it, varies depending on your interactions with us. "Process" means anything we do with your personal data.

This notice is intended for students, staff, suppliers and third parties involved in these procedures and should be read together with the [Current Student Privacy Notice](#) and the [General Privacy Notice](#).

HOW DO WE GET YOUR PERSONAL DATA?

We get your personal data either directly or indirectly from you for example:

- When you complete an application form for any of the procedures or provide further information
- From our systems which hold your personal data
- From third parties who provide information as part of the procedures e.g. complainants or witnesses

WHAT PERSONAL DATA DO WE PROCESS?

Such information may include:

- Your name and contact details
- Your student number, year and programme of study and your campus base
- Information relating to the procedure, concern or situation
- Information about your personal circumstances, relevant to the concerns or procedure.

This may include sensitive data such as criminal offences data or special categories data.

WHY WE PROCESS YOUR PERSONAL DATA?

We process your personal data to investigate the raised issue and determine an outcome.

WHAT IS OUR LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

The lawful bases we rely on for processing your personal data are:

- It is necessary for the performance of a 'Public Task' or a task carried out in the public interest as part of teaching and research
- It is necessary to fulfil our legal obligations e.g. Equal Opportunities monitoring, Health and Safety, Visa and Immigration and investigate complaints under the provisions of the Equality Act 2010 and the Human Rights Act 1998.
- It is necessary for a third parties' legitimate interests e.g. where a complainant is involved.

We use your sensitive data such as criminal offences data or information about your racial or ethnic origin, religious beliefs, physical or mental health, or gender identity and sexual orientation because you have given us consent or it is necessary for 'substantial public interest' as set out in data protection legislation. In this case for:

- preventing or detecting unlawful acts
- safeguarding individuals at risk and
- Equal opportunities monitoring

WHO WILL YOUR PERSONAL DATA BE SHARED WITH?

We share your personal data with our employees and agents on a need -to-know basis only. We also share your personal data with:

- Third parties such as law enforcement authorities
- 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
- Where relevant with complainants where it is beneficial to them

HOW LONG WILL WE KEEP YOUR DATA?

Your personal data is held only for as long as necessary for the purposes explained above. In general, we keep it for 6 years after completion of your studies at the University or conclusion of the investigation plus six years.

YOUR RIGHTS

Details about your rights and how to exercise them are set out on the University's [Data Protection webpage](#).