

THE DATA PROTECTION ACT (1998)

Information Document for All Prospective and Current Students

The University is a responsible holder and processor of personal data and therefore needs and requires, under the Data protection Act (1998), to explain to you its processing of your personal data and to seek your consent to the holding and processing of such data.

Since the University would not be able to operate effectively without processing information about you, it regrets that it will be unable to accept you as a student, and may withdraw any offer made, if you cannot give your consent.

Your consent will be a condition of your enrolment.

The data that will be held, such as your name, address, date of birth, educational history and academic record etc., may in some cases be 'sensitive', such as ethnic origin, family background (purely for statistical monitoring purposes) or any criminal, health or disciplinary record. Data will be stored by the University in a secure environment and treated with the utmost confidentiality. The data may be held centrally by University Administration (including the Library), or locally, by Schools and Departments, will be processed only for the purposes of the University's efficient and effective operation and for protecting the interests of its staff, students and related individuals/organisations within the University. Your data will be accessed and processed only by those staff with an explicit need to do so.

Council Tax

We disclose the names and term time addresses of full-time registered students to; Aberdeen City and Aberdeenshire Councils so that liability for Council Tax may be established. <http://www.rgu.ac.uk/student-life/student-advice-and-support/money-matters/council-tax>

Electoral registration

The University is required under **Regulation 23** of the [Representation of the People \(Scotland\) Regulations 2001](#) to provide the local Electoral Registration Office with information to facilitate the compilation of the Register of Electors. We will therefore disclose names and addresses of students who are eligible to vote, and are resident in University Accommodation for this specific purpose.

You are strongly encouraged to [register to Vote](#).

National Student Survey

Data may be used for internal research purposes or by external researchers conducting the [National Student Survey](#).

Back on Course

If you are one of the small number of students who, for a variety of reasons, leaves Higher Education early, we will provide some information about you (name, date of birth, address, email address, mobile telephone number, telephone number and UCAS number) to the **Back on Course** project. With the exception of your UCAS number, this information will be used by Back on Course advisers to contact you to offer impartial information, advice and guidance with the aim of encouraging you to consider returning to HE (not necessarily at the same University, or on the same course), or to

consider other education/training or employment options. Your UCAS number will not be available to Back on Course advisers.

If you are interested in further information about Back on Course, visit www.backoncourse.ac.uk.

Alumni Relations

All RGU student names, degree information and contact details are copied from the online graduation registration and the university administration database and used to create a record for you on the Alumni Relations database. The purpose of this is directly related to the interests of the University and / or its alumni. This database is shared with the RGU Foundation and takes full cognisance of the 'fair processing' principles set out in the Data Protection Act.

RGU Foundation

Personal data will be shared with the **Robert Gordon University Foundation**, the purpose of which is to support the University in pursuit of its ambitious plans to develop the university as one of the leading UK higher education institutions.

Higher Education Statistics Agency

Data may also be disclosed externally along with many other records to inform statistical reporting bodies such as the [Higher Education Statistics Agency](http://www.hes.ac.uk). Such disclosures are a statutory obligation upon the University but are made only on the understanding that any subsequent publication of data leaves the subjects totally anonymous.

Disclosures The University will also share your relevant personal data with the bodies described below:

Sponsors (including Employers, the NHS and the Student Loans Company) where a contract exists	In accordance with the terms of the contract (which usually relates to attendance and progress reports) This does not include anyone who is paying money toward your studies but where there is <u>no formal contract</u> i.e. parents.
North East College (NESCOL)	The North East College is an, 'Associate college' of the University. Limited amounts of personal data may be shared with the College where this in support of collaboration; for example for the purposes of course development, statistical analysis or improving services to our students.
RGU Student Association	All Students are automatically registered as members of the RGU Students' Association, unless you notify the President of the Association that you do not wish to register. http://www.rguunion.co.uk/howeare/exec/
Professional bodies (e.g. Nursing & Midwifery Council, Royal Society of British Architects, Law Society, Scottish Social Services Council)	In order to confirm your qualifications and accredit your course
NHS organisations in Scotland	When necessary for your programme, including for students studying Professions allied to Medicine such as Nursing & Midwifery Where in the public interest and necessary for public health reasons, including the monitoring and control of infectious diseases.

Work placement sites or educational partners involved in joint course provision	Where this is necessary for your programme
The Scottish Funding Council and its agents	Agents include the Higher Education Statistics Agency (HESA) and the Quality Assurance Agency (QAA). You can find further details on the HESA website
Potential employers or providers of education whom you have approached	To confirm your qualifications
UK agencies with duties relating to the prevention and detection of crime, collection of a tax or duty or safeguarding national security	In order to allow the assessing and collecting/paying Council Tax, Benefits or Tax To aid the Police, UK Visa and Immigration Agency or the Foreign and Commonwealth Office This happens as necessary in consideration with your rights and freedoms
Plagiarism detection service providers	In accordance with the contract with the service provider e.g. Turnitin to ensure academic standards
Research Councils UK	The Research councils will use information provided on Training grant proposals , or equivalent for processing the proposal or in relation to the administration of a Training grant, for the award of any subsequent grant, and for the payment, maintenance and review of a grant. This includes data submitted through the Je-S Student Details Portal (SDP).

Any other disclosures that the University makes will be in strict accordance with the **Data Protection Act 1998** and your interests will always be considered.

Your data will not otherwise be disclosed to any third parties out with the University without your consent being sought. However, you should note that when receiving requests for references from third parties, the University will assume, providing of course that the request appears bona fide, that you have consented to the reference being given. Similarly, when you are no longer an enrolled student, the University will routinely confirm to apparently bona fide enquirers that you were a student here and the award / qualification gained.

The University may wish to offer you the opportunity to participate in one of its Yearbooks as a keepsake of your time here.

If you do not wish the University to use your personal data for this or any other purpose you have the right to withhold your consent, please confirm this in writing to the University Records Manager : dp@rgu.ac.uk

Recording lectures and other sessions – compliance with Disability and Discrimination Act 2005

Students should be aware that the University holds intellectual property rights over the content of its lectures, seminars and tutorials. Students are not normally permitted to make audio or visual recordings of these sessions. Our University does however make every effort to assist disabled students who have been given a recommendation to record lectures and seminars as a reasonable adjustment. Students should contact the **Disability and Dyslexia Centre** for further information and advice.

Students must not attempt to make 'covert' recordings of sessions or interviews without permission as this is against Data Protection regulations, and may constitute a breach of copyright law.

The University's Responsibilities

The University complies fully with the Data Protection Principles set out in the Data Protection Act (1998). These Principles include ensuring that personal data are:

- processed fairly and lawfully
- kept adequate, relevant and not excessive for the purposes for which they are require
- kept accurate and up-to-date
- kept as safe as possible from unauthorised access or accidental loss or destruction

As a data subject, you have also a right to access data held about you and further details on how to exercise this right are available from the Records Management Department. You also have the right to prevent any of you Personal data from being used by the University If you have any remaining questions before giving consent at enrolment, these may be directed to the University Records Manager dp@rgu.ac.uk

Your Responsibilities

You have a responsibility to keep your personal data up to date on our Student records system, please inform us via, records@rgu.ac.uk of any changes of address etc required.

During your course of studies you may have access to personal information about another individual. You are expected to treat this in a responsible and professional manner and are legally required to do so under the **Data Protection Act**, as well as any professional ethics or codes of conduct. If you are made aware of personal information in confidence including regarding someone's mental or physical health then you are expected to not reveal this to anyone without the individual's consent, unless there are exceptional circumstances such as Health & Safety concerns. You should also not seek to gain access to another person's data if you are not entitled to it.

Disciplinary action will be considered for any member of the University community who breaches the Act, or a duty of confidence.

The University's Data Protection policy can be found [here](#).

September 2015