

How Newman University Collects Student Data

At Newman University we recognise that your privacy is a serious and important issue and we support the principle of protecting privacy within the context of current UK legislation.

Newman University needs to collect and process data about you in order to carry out its normal work: that is, for purposes connected with your studies, your health and safety and for any other legitimate reasons. The processing of personal data is regulated by the Data Protection Act 1998 and our registration with the Information Commissioner covers all the usual activities of a Higher Education institution.

The University may be obliged to pass student information on to Professional Bodies where concerns about the fitness to practise have been raised. This may also include where external examiners raise concerns about an individual during the external marking process. Consideration will be given to the individual circumstances and the information passed only if it is deemed necessary by a qualified professional working for the University.

The University utilises many different IT systems, some of which require technical provision or the administration and support to be provided by an outsourced third party provider. Where such transactions take place, some personal information may be shared with the third party who will act as “data processor” on behalf of the University. Sharing of personal data will take place under the terms of a sharing agreement between the University and its data processor which outlines the University’s requirements of the data processor to ensure that processing is compliant with the DPA 1998 and fully secure.

To comply with statutory and government requirements we have to provide data to other organisations, such as Council Tax Registration Offices, Higher Education Funding Council for England, Higher Education Statistical Agency, the National College for Teaching and Leadership, Local Education Authorities, Student Loans Company, Research Councils and the National Student Survey.

Details of your award (e.g. degree subject and classification) are regarded as public information and will be published on open pass lists and may be released to third parties, such as newspapers and prospective employers.

When you enrol with the University you will be giving us permission to process data about you. Enrolment and re-enrolment (at the start of each academic year) provides you with an opportunity to see basic personal data held about you and to correct inaccuracies. If you do not enrol and give your consent to this processing, the University will not be able to accept you as a student.

At enrolment, you will need to provide details for an Emergency Contact. This data will be used or disclosed only in case of emergency. Please note that it is your duty to inform the contact about the disclosure of his/her details to the University.

You may see your University file at any time free of charge by making an application to the Registrar/University Secretary who will also respond to any queries you have regarding Data Protection.

Please be aware that the University will keep and maintain your computer and paper records after you leave the University.

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 some 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.

After you graduate, we will contact you to ask you to fill in the Higher Education Statistics Agency (HESA) 'Destinations of Leavers from HE (DLHE)' questionnaire. You may also be contacted as part of an audit to check that we have undertaken this survey properly.

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.

SUBMISSION OF YOUR INFORMATION TO HESA

Every year we will send some of the information we hold about you to HESA ("your HESA information"). HESA collects, and is responsible for, the database in which your HESA information is stored. HESA uses this information in its own right, for example to publish statistics about students in higher education. HESA may link information we have provided to other related datasets such as UCAS, NSS, Individual Learner Record and Student Loan Company data ("linked data"). All uses of your HESA information and linked data 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 information.

Sensitive information

If you give us information about your disability status, ethnicity, sexual orientation, gender reassignment or religion these may be included in your HESA information and used to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act. Some other sensitive information is used to enable research into the provision of fair access to higher education, for example information as to whether you are a care leaver.

If you are enrolled at a higher education provider in England regulated by the Higher Education Funding Council for England your HESA information will include details of any financial support you may receive from us.

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

Your HESA information including linked data is used for four broad purposes:

Purpose 1 - Public functions

Education statistics and data

Your HESA information 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 your HESA information under the terms of the Data Protection Act. Such organisations may 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
- The Home Office

- Ofsted
- Research Councils
- Skills Funding Agency
- National College for Teaching and Leadership
- National Health Service (including Health Education England)
- General Medical Council
- Office For Fair Access
- The Quality Assurance Agency for Higher Education
- The Office of the Independent Adjudicator (OIA)

and any successor bodies. These organisations may link your HESA information with other information they or other organisations hold. For example:

- The Department for Education and the Department for Business Innovation and Skills link your HESA information to the National Pupil Database and the Individual Learner Record.
- Your HESA information is linked to information from the Student Loan Company by the HE Funding Councils.
- Your HESA information may also be linked to tax information or employment information.

Linked data is used for research into education and its outcomes.

Other uses

Your HESA information 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

Fraud detection and prevention – Your HESA information may be used to audit claims to public funding and student finance, and to detect and prevent fraud.

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 would normally 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

Information supplied by HESA to third parties is supplied under contracts which require that individuals shall not be identified from the supplied information. A copy of HESA's current agreement for the supply of information is available at www.hesa.ac.uk/bds-details#e. The HESA data protection guidance note is available at www.hesa.ac.uk/content/view/140/. HESA student information (linked to the National Pupil Database and/or Individual Learner Record held by DfE) may be supplied by HESA through DfE to researchers. A copy of the Agreement for the supply of linked data is available at www.gov.uk/government/collections/national-pupil-database

Turnitin® UK

Students making use of the Turnitin® UK system via Moodle will have a limited amount of personal data (names, university email addresses and course details) stored on a server based in the United States under a "safe harbour agreement". This means that the information will be managed to the same standards as required under UK Data Protection laws. On first use of the system students will be required to provide consent for their information to be stored within Turnitin® UK when they make use of the system. Turnitin® UK stores the documents students upload for assessment via Moodle and does not infringe the intellectual property rights of students submitting work into the system

Panopto

Panopto is a lecture capture and media server service that the university subscribes to. Some lectures are recorded and other media recordings are made by staff and students and stored on Panopto's servers. Panopto servers are situated in the USA. Student data (names, university user names and university email addresses) is stored on the servers as is student activity (e.g. what they watch and for how long).

Technology Enhanced Learning

The university is continually using new learning technologies to enhance learning, teaching and communication. With any trial of a new system that involves the saving of personal data, students will be informed and consent sought as part of the registration process.

Student Engagement Data (sometimes referred to as 'learning analytics')

Newman University is committed to supporting the formation of students and strongly encourages their full participation in our community; working in partnership with academics and professional staff in a spirit of mutual trust and respect. In this regard, we recognise that using student engagement data across the University can support such participation. Our primary focus therefore in using such data is to support students in their personal learning journeys towards degree attainment, concurrently maintaining our reputation as a student-centred university.

The collection and use of student engagement data provides new opportunities for the University to support learner success and to enhance educational processes. This is commonly known as learning analytics. Learning analytics systems present visualisations of student activity with some providing predictions of attainment. Such systems will be used at Newman University to assist current students in achieving their study goals, and to help us improve our overall education provision. More information can be obtained from the University's [Student Engagement Data policy](#) and supporting [FAQs](#) documentation.

Students cannot opt-out of the student engagement data collection or analysis as this activity must be conducted to fulfil regulatory reporting duties, because this is part of the University's registration processes. However, it is possible for students to opt-out of receiving automated prompts or suggestions sent to them, as informed by the analysis. This may include emails, SMS messages or app notifications. Those students who wish to opt-out in this way should set out this request clearly in an email sent to: foi@newman.ac.uk

Moodle

Moodle is the Virtual Learning Environment (VLE) of Newman University which provides students with online access to learning materials and activities. Personal data comprising student names, student number and university email addresses is added by the university for the purpose of the creation of user profiles. Data generated from students' activity is also stored on the system and this includes grades for online assessments including submitted assignments. At present (May 2017) Moodle is hosted on Newman servers located on campus. Data is kept on these servers for five years and then wiped.

Mahara

Mahara is the electronic portfolio of Newman University which provides students with a secure online space to curate and share digital resources. Personal data comprising student names, student numbers and university email addresses is added by the university for the purpose of the creation of user profiles. At present (May 2017) Mahara is hosted on Newman servers located on campus.

Newman Students' Union

Students who engage with the Students' Union (or the Student Advice Clinic) to assist them with Appeals, Complaints or Disciplinary procedures will be asked to provide their consent for information relating to your case to be shared between the University and the Students Union. No identifiable information in relation to such matters will be shared without this consent.

Anonymous statistical information relating to students Appeals, Complaints or Disciplinary cases will be shared at the end of each academic year.

THE HESA INITIAL TEACHER TRAINING RECORD ("ITT")

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

NCTL is an executive agency of the Department for Education (DfE) and for the purposes of the Data Protection Act 1998 DfE and HESA are data controllers in common of the ITT record. NCTL will process your personal data for the administration and monitoring of initial teacher training schemes, including the allocation of Teacher Reference Numbers. NCTL may share personal data with us, its partners and contractors, including employers, employment agencies, Ofsted, Capita Teachers' Pensions and the Department for Business, Innovation and Skills (BIS), for this purpose and may link it to other sources of information about you.

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/content/view/141/. 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 data protection and your HESA information please see www.hesa.ac.uk/dataprot or email data.protection@hesa.ac.uk