

Privacy Notice for Students



St Chad's College, Durham May 2018

The College's responsibilities under data protection legislation include the duty to ensure that we provide individuals with information about how we process personal data. We do this in a number of ways, one of which is the publication of privacy notices.

Data Controller

The Data Controller is St Chad's College. If you would like more information about how the College uses your personal data, please see the College's Official Documents webpage – <https://www.stchads.ac.uk/about/documents/> or contact:

Ashley Wilson - Data Protection Manager
Telephone: (0191 33) 43362
E-mail: ashley.wilson@durham.ac.uk

Data Protection Officer

The Data Protection Officer is responsible for advising the College on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the College is processing your personal data, please contact the Data Protection Officer:

Jennifer Sewel
University Secretary
Telephone: (0191 33) 46144
E-mail: jennifer.sewel@durham.ac.uk

Retention

The College keeps personal data for as long as it is needed for the purpose for which it was originally collected. The College has adopted the University Records Retention Schedule where most of these time periods are set out.

Your rights in relation to your personal data

Privacy notices and/or consent

You have the right to be provided with information about how and why we process your personal data. Where you have the choice to determine how your personal data will be used, we will ask you for consent. Where you do not have a choice (for example, where we have a legal obligation to process the personal data), we will provide you with a privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data.

Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time. Where withdrawal of consent will have an impact on the services we are able to provide, this will be explained to you, so that you can determine whether it is the right decision for you.

Accessing your personal data

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access. You can find out more about this right on the Information Commissioner's Office webpages: <https://ico.org.uk/for-the-public/>.

Right to rectification

If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data.

Once we have determined what we are going to do, we will contact you to let you know.

Right to erasure

You can ask us to erase your personal data in any of the following circumstances:

- We no longer need the personal data for the purpose it was originally collected
- You withdraw your consent and there is no other legal basis for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing
- The personal data have been unlawfully processed
- The personal data have to be erased for compliance with a legal obligation
- The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

Right to restriction of processing

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine whether it is indeed inaccurate
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and
- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

Making a complaint

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO). See: <https://ico.org.uk/for-the-public/raising-concerns/>

The Data we Collect

The relationship between St Chad's College and Durham University is governed by a Memorandum of Understanding – see: <https://www.stchads.ac.uk/about/documents/>
St Chad's College has a data sharing agreement with Durham University and has access to data relating to St Chad's registered students collected by the University. We routinely share personal data for purposes of departmental administration, and academic progress and attendance monitoring (including all information held on the University's academic database - *Banner*); and we may share special category data (sensitive personal data) in relation to concessions, appeals, Self-Certification of Absence forms, Serious Adverse Circumstances forms, and complaints, and for the purpose of implementing published University policies on Discipline, Mental Health, Sexual Violence and Misconduct, Disability, Fitness to Study and other policies which may be introduced from time to time.

You should refer to the University's information governance webpages for further information: <https://www.dur.ac.uk/ig/>

Type(s) of personal data collected and held by the College and method of collection:

- Personal & contact Data
Name, DOB, gender, Home & Term Time Address , Mobile number, Email addresses, Tutor information.
- DOB, Gender, nationality
- Admissions Data
- Academic Data
- Accommodation data
- Financial data – related to payment of accounts, UHF applications
- Photos
- References

- Welfare support – officers and tutors meeting notes etc.
- Emergency contact data (with consent of emergency contacts)
- Health data relating to appeals, concessions, SAC, sickness absences – from NHS, counselling
 - Health – allergies & emergency treatments (e.g. epipen)
 - Medical registration data
 - Disabilities
 - Mental Health policy

- Data relating to discipline
 - Data relating to convictions/police enquiries
 - SVM policy
 - A student involved in serious misconduct on licenced premises may have their details passed to a Pubwatch Scheme.

- “Community” data – registration for events, room share questionnaire, etc.
 - Post
 - Maintenance requests
 - Job applications (college work)
 - JCR & MCR
 - Membership
 - Attendance at meetings

- Email correspondence – relating to any of the above
- Records of your contact with us

Personal data are normally initially provided to the College/University by a prospective student on a UCAS or Postgraduate application form. For successful applicants, the University will add further data at registration and then during the course of the student's education in line with the business purposes specified in its data protection notification. After graduation/termination of studies, some data are passed to the Alumni function for approved purposes and then the records are retained and disposed of in line with the University's Records Retention Schedule. The personal data of unsuccessful applicants are also retained and disposed of in line with the University's Records Retention Schedule.

The College and University hold special category data (e.g. ethnicity, physical or mental health or disability) for the provision of student support services to individuals and for equal opportunities monitoring and statutory reporting.

Information on a student's health or disability may be required prior to admission to certain programmes of study, for purposes linked with academic progress and examinations, and in relation to provision of accommodation. Information on a student's health may also be required by the University when a student undertakes fieldwork, such as for health and safety or insurance purposes.

Further information may also be required when the student seeks work with the College/University in a paid or unpaid capacity.

How personal data is stored by the College:

Electronic information is stored in a proprietary database with access limited to College Officers and academic administrators. Room numbers (and emergency health information – e.g. allergies) may be made available to housekeeping and catering staff to enable them to deliver an appropriate service, and for your safety.

Paper records are kept in locked filing cabinets in the Academic Office, access is again limited to College Officers and academic administrators.

How personal data is processed by the College:

- Providing student support services, such as counselling or careers advice or services for students with disabilities
- Providing facilities, such as the IT service and Library service
- Contacting students electronically, such as by SMS text messaging, to forward high priority or emergency information
- Administering finance, such as payment of fees
- Administering tenancies of College-owned properties
- Monitoring equal opportunities
- Preventing and detecting crime, such as using CCTV or attaching photos to ID cards. A student involved in serious misconduct in a licenced premises may have their details passed to a Pubwatch Scheme.
- Maintaining contact with alumni and past employees
- Fundraising and marketing (including postal appeals to friends and family of students)

- Processing student academic appeals and student discipline cases
- Direct mailing of or about (i) student benefits and opportunities offered by or through the College/University and (ii) College/University activities and events organised for students.
- Host mailing of services or career opportunities of direct relevance to student interests.
- Personal data released to professional and industrial bodies wishing to communicate with students about career opportunities and membership of their body
- Implementing published University policies – e.g. mental health policy, sexual violence and misconduct policy
- Administering membership (or associate membership) of College common rooms (JCR/MCR/SCR)

The University routinely logs information about use of IT facilities for statistical purposes and to ensure effective systems operations. The University may also monitor electronic communications to ensure that they are being used in accordance with the University's Policy and Regulations for the Use of University IT Facilities and, specifically, to prevent or detect crime. All activities comply with data protection and privacy legislation and the Regulations of Investigatory Powers Act (RIPA) 2000.

Personal data are normally initially provided to the University by a prospective student on a UCAS or Postgraduate application form. For successful applicants, the University will add further data at registration and then during the course of the student's education in line with the business purposes specified in its data protection notification. After graduation/termination of studies, some data are passed to the Alumni function for approved purposes and then the records are retained and disposed of in line with the University's Records Retention Schedule. The personal data of unsuccessful applicants are also retained and disposed of in line with the University's Records Retention Schedule.

Student personal data and special category data held for the purposes of student support is passed between the College and sections of the University only for the purposes of support, as necessary and proportionate to the intended purposes, and in line with our obligations under the Equality Act 2010. Special category data used for monitoring or reporting purposes will be anonymised where possible.

Student personal data (not including special category data) may be processed for academic research purposes (i.e. where there is only benefit to the researcher alone or the researcher and University combined) on the basis that the results of the research will not lead to decision-making about an individual or groups of individuals. Where a researcher wishes to use sensitive personal data, such as ethnicity or health, explicit consent will be sought beforehand from the individuals concerned.

Who St Chad's College shares personal data with:

We routinely share information with Durham University (see above), and where necessary with University support services: Disability service, Counselling service, Scholarships, Student Funding and Student Immigration Office. We may also share information with the police (to aid the investigation of crime), the UK Border Agency, NHS mental health support services and GPs.

Visitors to our websites/webpages:

The College website uses Google Analytics to help analyse how visitors use the site. Google Analytics uses “cookies”, which are small text files placed on your computer, to collect standard internet log information and visitor behaviour information in an **anonymous** form - no personally identifiable information is collected about you *unless* you explicitly submit that information on the website. The anonymous information generated by Google Analytics cookies about your use of this website is transmitted to Google and is retained for 26 months. This information is processed to compile statistical reports on website activity for this site only. We use these reports to evaluate aggregate visitor usage so that we can optimise the content, to better meet your needs.

For further information about how Google Analytics uses cookies and IP address data, see: <http://www.google.com/intl/en/analytics/privacyoverview.html>

Use of cookies by St Chad’s College website:

Please see the website’s cookie policy:

<https://www.stchads.ac.uk/wp-content/uploads/2018/05/Cookies-Policy.pdf>

Links to other websites:

If you follow links from the College website to other websites, then you should ensure that you read the privacy statements on those sites.

Changes to this privacy notice:

This Privacy Notice will be reviewed annually.

Further information:

For further information please see the College’s Official Documents webpage – <https://www.stchads.ac.uk/about/documents/> or contact:

Ashley Wilson

Telephone: (0191 33) 43362

E-mail: ashley.wilson@durham.ac.uk

Making a complaint

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner’s Office (ICO). The ICO can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

Website: <https://ico.org.uk/>