

UNIVERSITY OF CUMBRIA DATA PROTECTION STATEMENT

Introduction

The University of Cumbria is registered under the Data Protection Act 1998 to collect and process your personal data. The data you have already supplied as a result of your application and registration process will be stored on University databases and filing systems used to administer your studies and any related fees.

It is your responsibility to ensure that the University has correct, up to date details for you throughout your study. Please help us keep your record up-to-date by updating your details on-line or by notifying us of any alterations to your address, personal details, or course enrolments.

General Uses of Data

The University processes data relating to its students for a variety of purposes, including:

- Maintenance of the student record and management of academic processes (e.g. academic audits, examination boards and awarding of degrees)
- The management of University accommodation
- Marketing communications in relations to our courses and services
- The provision of advice, services and support to students
- Alumni operations, including fund-raising
- Internal research or audit, including monitoring of quality and performance

Disclosure of Student Data

The University discloses student information to a variety of recipients. The following list gives examples of the main recipients of information:

- Employees and agents of the University (on a need-to-know basis only).
- The University of Cumbria Students' Union (for membership records)
- Current or potential employers of, or education providers to, our students
- Organisations providing placements to our students
 - *For teacher training students only, this will include disclosure to your placement school of the Disclosure and Barring Service (DBS) enhanced certificate number and date of issue as evidence that the check has been undertaken. No criminal record or police information will be disclosed. The exception to this is non- salaried School Direct students, whose written consent will be sought to share any criminal record or police information with the partner school. For further information please contact dbs@cumbria.ac.uk*

- Partner institutions where courses are run by the partner or jointly with the university
- Students' financial sponsors (including Local Education Authorities, the Student Loan Company, the NHS and funding councils, but not parents of students who are 18 years of age or older).
- Relevant government bodies to whom we have a statutory obligation to release information, including HESA. We may also disclose information to Council Tax officers and Electoral Registration Officers.

Specific Disclosures of Student Data

- The **Higher Education Statistics Agency (HESA)** also passes information onto central government departments and agencies which have statutory responsibilities in relation to Education. Further information about how HESA uses student data is available on their website at: <http://www.hesa.ac.uk/fpn>.
- **Specific professional, statutory, and regulatory bodies** where this is relevant to your course of study e.g. the Nursing and Midwifery Council, the National Youth Agency, The National College for Teaching and Leadership, the Teaching School Alliance and the NHS.
- In some cases, personal data may be disclosed to **organisations who may be conducting audits of the University**, for example the Quality Assurance Agency for Higher Education (QAA), the Office for Standards in Education (OFSTED) or the University's Internal Auditors.
- Information may be passed to the organisations contracted to undertake the **NSS (National Student Survey)**, and the follow up to the **DLHE (Destination of Leavers in HE) survey**. These organisations will only use your details for a specific purpose and will then delete them.
- Copies of student work may be submitted to the **TurnitinUK service** which is licensed to undertake plagiarism detection services. This information will be held securely by TurnitinUK and no personal information about students will be made available to any third party. As part of this process we may occasionally provide anonymised copies of student work to other Institutions to assist with their plagiarism detection procedures.
- If you leave your course early, we may provide your contact details to **UCAS** so that they can write to you with information about the '**Back on Course' Project**. This project provides advice and guidance to students who have left Higher Education prematurely.

Your Rights under the Data Protection Act

Under the Data Protection Act 1998 you have a right to a copy, on payment of a £10 fee, 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, please see our webpages at <http://www.cumbria.ac.uk/dataprotection> or visit the Information Commissioner's website at www.ico.org.uk