

Student Privacy Notice

Queen's University Belfast collects, holds and processes personal information or "data" relating to its students. We need to do this in order for the University to carry out its functions and manage its operations. Under the Data Protection Act 1998 (and, from 25 May 2018, the EU General Data Protection Regulation), the University is legally responsible for the personal data we hold about you. One of our responsibilities is to tell you about the different ways we collect and use your personal data. This Notice tells you about these uses. In addition to this Notice, you may be given further information about the uses of your personal data when you use certain services offered by the University.

1. Why do we collect your personal data?

Your personal data is required in order for us to:

- Fulfil our obligations to you under your student contract;
- Carry out our official functions as a Higher Education institution;
- Comply with our legal obligations;
- Pursue our legitimate interests (these will relate to the efficient, lawful and proportionate delivery of services and will not be to the detriment of the interests or rights of individuals);
- Protect your vital interests, or those of another party, where necessary.

We will also process your personal information in other circumstances, provided you have given your consent for us to do so.

2. How do we collect information about you?

We will collect your information in the following ways:

- Information gathered in the course of your application to the University, including contact details and qualifications;
- Enrolment information such as your choice of course, modules and associated timetabling provision;
- Details of your Student Record including marks and examination results;
- Financial information gathered for the purposes of administering fees and charges, loans, grants, studentships and hardship funds;
- Photographs and video recordings for the purpose of recording lectures, student assessment and examination, and examination monitoring;
- Information related to the prevention and detection of crime and the safety of University staff and students including, but not limited to, CCTV recording;
- Information relating to breaches of University Regulations i.e. disciplinary matters;
- Information gathered for the purposes of equal opportunities monitoring;
- Information about your engagement and use of University Services, such as the Library and Careers Service;
- Information relating to the provision of advice, support and welfare, such as data relating to your use of the services offered by Disability Services;
- Copies of passports, visas, and other documents required to ensure compliance with Home Office requirements;

- Information gathered in relation to an application for a criminal history check if your course involves regulated activity.

3. How do we use your personal data?

The University processes your data, including your photograph, during your application and enrolment in order to:

- Enrol you as a student and maintain your student record;
- Administer your course and academic progress;
- Administer the financial aspects of your studies, including tuition and accommodation fees;
- Give access to, and ensure the security of, University buildings;
- Provide or offer facilities and services to you during your time as a student and thereafter as part of the University's legitimate business (e.g. library access, computing, sports facilities, accommodation, Students' Union membership, alumni membership and activities);
- Carry out its legal duties and statutory responsibilities;
- Administer security, disciplinary, complaint and quality assurance processes and arrangements;
- Monitor compliance with the terms of any visa issued under the sponsorship of the University;
- Investigate indications of any breaches of University Regulations;
- Ensure the health, safety and wellbeing of staff and students;
- Contact you, your next of kin, or other relevant contact in case of an emergency;
- Monitor and evaluate the student experience;
- Monitor the effectiveness and efficiency of University programmes;
- Fulfil statutory reporting requirements;
- Respond to requests made under the Data Protection Act 1998 and any successor legislation;
- Conduct equal opportunities monitoring and equality impact assessments to ensure our policies and practices do not discriminate against individuals;
- For postgraduate research students only, to facilitate inclusion in the University's research information tool, PURE;
- Notify you of other services and events related to your studies (in accordance with your rights under the Privacy and Electronic Communications Regulations).

Examination timetables and examination results will be published on the World Wide Web by secure methods. In order to ensure 100% distribution of essential information to students, monitoring internet access of some exam-related information will be necessary e.g. to confirm that an individual student has been able to view their online exam timetable.

Your final academic award from the University is regarded as public information and details will be printed in the graduation programmes and forwarded to the University's Alumni Office to enable a lifelong relationship to be maintained. Graduation lists will also be forwarded routinely to newspapers and to your previous school. Graduation ceremonies are regarded as public events and may be recorded and/or live streamed by the University.

The University's Careers Service may contact you after you have left regarding HESA's "Destinations of Leavers from Higher Education" (DLHE) Survey. This is designed to gather data about your career or other activities at the time and the relevance of the course you undertook. If unable to speak to you, the Careers Service are authorised to accept information from a third party such as a near relative. The University may use information provided as part of the DLHE questionnaire to assist its programme planning and general development.

Within the University, personal data, including sensitive personal data, may be shared between colleagues who legitimately need the information to carry out their normal duties to support your time with us. The University endeavours to ensure that sensitive personal data is only shared with colleagues with your explicit consent. However, circumstances may arise where this data is shared with colleagues without gaining your consent. This will only occur if it is necessary to protect your vital interests or the vital interests of another person; or for certain other reasons where it is not possible or appropriate to gain your consent such as disclosures to the police for prevention or detection of crime, or to meet statutory obligations relating to equality monitoring.

4. Who is my personal data shared with outside of the University?

The University may disclose certain personal data to third parties outside of the University. These external organisations, and the purpose for sharing the information, are set out below.

Third Party	Purpose for Sharing information
Higher Education Statistics Agency (HESA), funding councils and other government bodies	Data will be passed to HESA, funding councils and government bodies as required. The HESA Student Collection Notice provides information to students about what happens when their data is sent to HESA. This information is available online at: https://www.hesa.ac.uk/about/regulation/data-protection/notices
Sponsors, where a contract exists	In accordance with the terms of the contract (which usually relate to attendance and progress reports). This does not include third parties (such as parents) who may be paying for your studies but with whom no formal contract exists.
Educational loan providers (including Student Loans Company)	For the purposes of confirming identity, attendance and enrolment in order to facilitate and enable the provision of financial support to you as appropriate.
Professional bodies (e.g. General Medical Council; General Dental Council;	For the purposes of confirming your qualifications and the accreditation of your course or in respect of any fitness to practice concerns or procedures; and where processing

General Pharmaceutical Council; General Teaching Council for Northern Ireland; Nursing and Midwifery Council)	is necessary for these bodies to carry out their statutory functions.
Associated colleges	If you are studying at one of the University's associated colleges (namely institutions that assist Queen's in its academic delivery to students), data may be shared between Queen's and the partner college in connection with the administration of your course and studies.
INTO Belfast	For students who have undertaken prior study at INTO Belfast or other INTO Study Centres only: degree classification outcomes, and contact details on completion of their course at Queen's University to allow INTO Queen's LLP to track student outcomes.
University Medical Service	Sharing of basic information of all registered students to allow the University to ensure that all students have a registered GP, and to ensure continued medical coverage during time as registered student. Information in regards registrants from TB susceptible countries is also shared for public health purposes.
Work placement sites	Data may be shared with relevant parties where necessary for the purposes of your study - for example, contact details and information regarding your academic record. In addition to Access NI checks some students may be required to undertake further checks by their placement provider.
Educational partners involved in joint course provision	For the purposes of monitoring your study and, where appropriate, to fulfil the University's obligations as a visa sponsor.
The Higher Education Funding Council for England (HEFCE) and its agents	Queen's University Belfast must, statutorily, provide student statistical data to HEFCE and its agencies. HEFCE may also pass contact details to survey contractors to carry out the National Student Survey (NSS).
Potential employers or providers of education whom you have approached	For the purposes of confirming your qualifications.

UK or local government agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of a tax or duty, enforcement of bye-laws, or safeguarding national security	As necessary, and with appropriate consideration of your rights and freedoms. Departments may include the Department of Work & Pensions, the Police, the Foreign & Commonwealth Office
Home Office, UK Visas and Immigration (UKVI)	In order to fulfil the University's obligations as a visa sponsor.
Access NI	In order to apply for an Enhanced check, and to comply with placement providers.
Third party software suppliers	<p>Where external computer systems are required to facilitate the purposes listed in section 2, student data may be shared with software suppliers. Where strictly necessary, the University may share copies of student data in order to test or troubleshoot the IT systems we use or plan to use. Any such transfer will be subject to a formal agreement between the University and those suppliers, to ensure protection of your personal data.</p> <p>Examples may include Office 365, Online VLE and Assessment systems (e.g. QuestionMark, Turnitin), Survey and Communications Tools (e.g. Mailchimp), Careers Management (e.g. Symplicity) and systems underpinning authentication to subscription services that the University is required to manage.</p>
University Chaplains	Only with your consent.
Next of Kin	Only with your consent; or in case of an emergency.

5. Transfer of personal data to other countries

Where data is shared within the UK, or the European Union (EU), the third party will be required to comply with and safeguard the data under the terms of the DPA and appropriate EU regulations.

Your personal information will only be transferred to countries, outside of the EU, whose data protection laws have been assessed as adequate by the European

Commission, or where adequate safeguards, such as the EU-US Privacy Shield, are in place.

6. How long will we keep your personal data?

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with the University's Records Management Policy. Data will be securely destroyed when no longer required. Some data, such as your degree classification, will be retained indefinitely

7. Who regulates the use of your personal data?

The University is registered with the Information Commissioner's Office (ICO), the independent authority which oversees compliance with the DPA. The University's registration number is Z6833827 and sets out, in very general terms, the full range of purposes for which we use student, staff and all other personal information. You can view our registration [here](#).

8. Your rights

Your rights relating to your personal data include:

- To be informed what personal data the University holds about you and what it is used for;
- To access your personal data;
- To update the personal data the University holds;
- To be informed how the University is complying with its obligations under the Data Protection Act 1998 and any successor legislation;
- To complain if you do not believe that the [University's Data Protection Policy](#) has been followed.

You will have additional rights under the GDPR i.e. the right to rectify inaccurate information; to restrict processing; to object to processing; to data portability; and the right to erasure. These rights are limited in certain circumstances by the GDPR.

If you have any concerns in relation to processing or data sharing by the University, please email info.compliance@qub.ac.uk.

You may request a copy of the personal information held about you by the University. If you wish to make such a request you should do so, in writing, to the Information Compliance Unit.

9. How to contact us

If you require further information as to how your personal data will be held and processed by the University, or you wish to make a complaint about any data protection matter, contact the Information Compliance Unit. Full contact details are listed below.

Information Compliance Unit
Registrar's Office
Queen's University Belfast
Belfast BT7 1NN

Telephone: 028 9097 2505/6
Email: info.compliance@qub.ac.uk

You also have the right to complain to the ICO if you are unhappy about the way the University handles your personal data: <https://ico.org.uk/concerns/>.

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