YSJU Student Data Protection Statement

Scope:	Students	Version:	3
Approved by:	Academic Registrar	Effective date:	August 2024
Responsible departments:	Governance and Compliance	Last updated date:	July 2024

All personal information gathered and held by York St John University relating to its students is treated with the care and confidentiality required by the General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

1. Categories of Student Data We Process

The University collects and processes a broad range of information about you in order to deliver our services to you as a student, manage our operations effectively and meet certain legal requirements. Examples of this information include:

- personal information such as name, address, email and telephone number, as well as date of birth, passport number or national identity card details;

- personal characteristics such as ethnicity, language, nationality, country of birth;

- information relating to your education and employment history, the school(s), sixth form college(s) and other colleges you have attended, the courses you have completed, dates of study and examination results;

- special categories of data and information about criminal convictions and offences including information concerning your health and medical conditions, certain criminal convictions for particular programmes following completion of an annual declaration;

- when you register to enrol with us, you will have the option not to provide certain types of special categories of personal data, however in some cases we are legally required to collect this information. We will tell you what data is optional and what is mandatory. You will also be allocated a unique student number.
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2. How We Collect Student Data

We obtain personal data about you from a number of sources:

- from the information you provide when interacting with us before enrolling, such as open data activities, expression of interest, requests for further information;

- when you make an application and complete other admissions processes and procedures, or when you enrol as a student with us;

- when you communicate with us via telephone, email or via our website;

- in various ways as you interact with us during the course of your studies or when you access our services (e.g. careers advice, student funding advice, study and wellbeing support);

- from third parties such as UCAS, Government Departments such as the Home Office or the Student Loans Company, or your previous or current school, sixth form college, university or employer who may provide references or sponsor information, organisations responsible for the management of student accommodation.

3. Why We Collect Student Data

The University's Registry department retains the information gathered about its students on the central students' record systems (SITS) where it is used for the following purposes:

1. recruitment and admissions;

2. the administration of individual students' academic matters including enrolment, assessment, attendance, managing progress, academic misconduct investigations, certification and graduation;

3. maintaining student records;

4. the facilitation of students' exchanges and placements (including placements abroad);

5. administration of student finance, accommodation, health and safety and welfare;

6. providing student support services;

7. publishing information about the outcomes of assessment (degree results) in the form of pass lists and listings for award ceremonies;

8. required returns to higher education agencies such as HESA (Higher Education Statistical Agency) returns to education authorities, Student Loans Company, Council Tax officers and similar agencies references to employers and transcripts and requests to confirm qualifications;

9. contact with schools, colleges or other feeder institutions for recruitment purposes;

10. internal statistical research (personal data is anonymised for this purpose);

11. carrying out audits (e.g. to ensure compliance with our regulatory and legal obligations);

12. fulfilling tasks carried out in the public interest (e.g. compliance with national or local Government requirements in relation to public health emergencies).

13. In accordance with the Data Protection Act 2018 Schedule 1, the University will share data internally in certain circumstances to ensure the health, safety and wellbeing of its students by 1) safeguarding individuals at risk and 2) providing care and support where individuals are experiencing or are at risk of physical, mental or emotional harm. Arising from this, the University will contact a student's emergency contact, as documented on the student's contact record, where a student is deemed by the University to be at immediate risk of harm.

Personal data about students is also held on the following, separate IT systems:

- University servers for services such as e-mail and security access
- Library system
- University's Virtual Learning Environment software, currently Moodle, and Turnitin plagiarism detection service
- University's Student Information Desk (SID) customer service system.
- University's Student Accommodation System
- CRM Dynamics

The University shares information about students with the Students' Union. Students are offered the opportunity to opt for transfer of personal data to the Students' Union at enrolment. Information gathered at enrolment on religious affiliation is also shared with the Chaplaincy with the students' permission only.

4. The Lawful Basis for Processing Student Data

- We collect and use student information for necessary general administrative purposes listed in **1-5** and **10-13** above, and this is covered under UK GDPR Article 6 (1)(e) where the processing is "necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller". Where special category data is processed, the University relies on UK GDPR Article 9(2)(g) and the substantial public interest condition detailed in Part 2(8) of Schedule 1 of the DPA 2018.

- We are legally required to return information to HESA, Students loans and other agencies mentioned in purposes **7-9** above covered in Article 6 (1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject.

- Giving your permission to the University to share your personal data with the YSJU Student Union or the Chaplaincy establishes our lawful basis as consent for these purposes covered in UK GDPR Article 6 (1)(e) and Article 9(2)(a).

During your time at the University there may be other reasons why we need your personal data, in which case we will tell you what those purposes are and the underpinning lawful basis appropriate to that use.

5. Why We Share Student Data

You are given the option to opt into a number of data sharing arrangements when you register with us, but you should carefully consider the possible impact of doing this. In some cases, we are required to share information by law with third parties including:

- government departments and agencies where we have a statutory obligation to provide information (e.g. the Higher Education Statistics Agency (HESA), the home office (in connection with UK visas and immigration), Council Tax and Electoral Registration Officers at local authorities (for the purpose of assessing liability for Council Tax and for electoral registration purposes). Further information about these data collection requirements can be found here;

- those with interest in tracking student progress and attendance including sponsors such as the Student Loans Company, Research Councils, NHS and current or potential employers;

- professional and regulatory bodies in relation to confirmation of qualifications and professional registration;

- Third parties conducting surveys, for example the National Student Survey;

- Crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions);

- Limited student data may be temporarily and securely shared with our service providers and professional partners to enable us to analyse and monitor the reach and effectiveness of our advertising and student engagement;

- Our employees, agents and contractors where there is a legitimate reason for their receiving information.

The University will respond to specific requests from employers or other interested parties for confirmation of qualifications gained from this University.

We do not share information about our students with anyone without their knowledge and consent unless the law requires us to do so.

6. Additional Notices, Guidance and Policies

We also have some additional notices and guidance with other information about the way in which we process your personal data:

- Attendance monitoring – we conduct attendance monitoring for a number of reasons, namely for students with a student visa to ensure our Home Office requirements are robustly met and to ensure students are fulfilling the Programme Attendance Regulations.

- Learning analytics - some of the information we collect throughout your interaction with us during the course of your study will be collated into an analytics platform for students, academics and student advisers to provide support and optimise your

learning experience. Analytics at the University are exclusively used to understand and increase the success and learning experience of our students, and inform institutional data making. Please see Engage for further information.

- Our Alumni – we consider our relationship with you to be a lifetime one and accordingly, after you graduate, we pass some of your personal data to our Fundraising and Alumni Relations Department. This information is used for alumni activities. For more information about how your personal data is used by the Fundraising and Alumni Department please see the fundraising and alumni relations privacy statement available on our webpage.

- Our website – we use Cookies (that collect your personal data) throughout our web pages. Please see our Privacy & Cookies Policy.

7. Retention Periods

After you leave the University, your personal information will be retained in accordance with York St John's Data Retention Schedule. Most of your personal information will be held for 6 years in order to respond to any queries you or third parties may have, for example, about your studies, qualifications, student experience and references. Your core record of studies is retained indefinitely so that details of your academic achievements can be confirmed.

In determining data retention periods, York St John takes into consideration contractual and legal obligations and expectations and requirements of our data subjects. Your personal information will be securely archived or deleted in line with our data retention schedules.

8. Requesting Access to Your Personal Data

Under data protection legislation you have the right to request access to the information we hold about you (your personal data). To make a request you should contact the University's Governance and Compliance team via gov.compliance@yorksj.ac.uk.

You also have a right to:

- object to processing of your personal data that is likely to cause, or is causing damage or distress;

- prevent processing for the purpose of direct marketing;

- object to decisions being taken by automated means;

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;

- claim compensation for damages caused by a breach of data protection legislation.

If you have a concern about the way we are collecting and using your personal data we request that you raise your concern with us in the first instance. You can alternatively contact the Information Commissioner's Office www.ico.org.uk.

9. Contact Information

If you would like to discuss anything in this privacy notice, please contact the Student Records team via studentrecords@yorksj.ac.uk.