

Student Privacy Statement

Contact details for next of kin to be used in an emergency.

Information related to the prevention and detection of crime and the safety and security of staff and students, including, but not limited to, CCTV recording and data relating to breaches of University regulations.

Information gathered for the purposes of equal opportunities monitoring.

Information relating to the provision of advice, support and welfare, such as data relating to the use of the services offered by the Student Services.

For international students: Copies of passports, visas and any other documents required to ensure compliance with Home Office requirements as well as biometric data for attendance purposes. The University will also hold attendance detail for home students.

For UK and EU students: Copies of passports or any other documents required to ensure eligibility to receive financial support from the UK government and in compliance with right to study and identification requirements.

How will your information be used?

Although it is not possible to state every purpose for which your information will be used, the following are examples of how it is likely to be used while you are a student.

The number in brackets refers to the _____ as defined by the GDPR Regulation and detailed in the table below, relied upon by the University, in order to lawfully process your data.

To administer your studies and record academic achievements (e.g. your module choices, examinations and assessments, and the graduation programmes) (1).

To assist in pastoral and welfare needs (e.g. Student Services) (2).

To administer support for all your employability needs (e.g. accessing careers advice). To ensure you have access to a range of employability services that complement the University's own resources. Your information will be held after you graduate in order to ensure you maintain access to the full career development support that the University offers all of its graduates (3).

To administer financial aspects of your enrolment as a student (e.g. payment of fees, debt collection) (1).

To provide or offer facilities and services to students (e.g. sporting facilities, computing facilities and the Library) (1).

To carry out investigations in accordance with academic and student-facing

developments at UWTSD and to update your communication preferences to ensure your experience of the UWTSD Alumni Association is as rewarding as possible.

Where consent has been provided, the University will also share ethnicity data to enable the Student Union to monito

transfer, information will only be transferred if it meets the conditions set down under current Data Protection legislation.

Higher Education Statistics Agency (HESA) - UWTSD is required to send some of the information which we collect about students to HESA for statistical analysis purposes and for the purposes of surveys such as The National Student Survey and the Graduate Outcomes Survey as well as the Teaching Excellence and Graduate Outcomes Framework . Please see Addendum for more details in relation to surveys.

Further information about how and why HESA and other controllers of data process your data, the legal bases for this processing and your rights under data protection legislation can be found on the HESA Website at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>

The Higher Education Funding Council Wales (HEFCW) in line with our statutory responsibilities.

UWTSD is licensed to sponsor migrant students under Tier 4 of the points-based system. The University will provide data about students on the Tier 4 Student Visa to the Home Office and its departments in order to fulfil its duties under its license.

To sponsors and parents where consent has been provided or where circumstances are significant and would be permitted under common law or statute.

Other Higher Education Institutions: if, for example, your programme of study involves spending a period of time at an institution outside of UWTSD, including at an HEI abroad, or if you have come to the University as a visiting or exchange student, we may need to share information about you with the other institutions involved in the exchange. This is for administrative purposes and so that the other Institution can carry out its duties in regard to your studies.

Professional bodies (e.g. the Law Society) in order to confirm your qualifications and accredit your programme of study where appropriate.

Work placement sites or educational partners involved in joint course provision and students undertaking volunteering opportunities as a part of their studies.

The Student Loan Company to confirm enrolment, attendance and identity in order that students can access financial support.

Debt recovery and control companies in order to recover debt on behalf of the University, where internal debt recovery procedures have been unsuccessful.

Potential employers or providers of education whom you have approached UK agencies with duties relating to prevention and detection of crime, collection of a tax or duty or safeguarding national security.

If you are made aware of personal information in confidence then you are expected to not tell anyone without the individual's consent, unless there are exceptional circumstances. You should also not seek to gain others' personal data if you are not entitled. Disciplinary action will be considered for any University member who breaches Data Protection Legislation or a duty of confidence.

Addendum

UK Engagement Survey (UKES) and Postgraduate Experience Survey (PTES) additions February 2022

For the UK engagement survey (UKES) and the Postgraduate experience survey (PTES), University of Wales Trinity Saint David (UWTSD) is the data controller and Advance HE and JISC are the data processors.

As such, Advance HE and JISC, will have access to all data for the purpose and means decided by UWTSD. Advance HE and JISC may also share this data with sub-processors working on its behalf.

Examples of the purpose and means of data collection in relation to the UKES and PTES includes but is not limited to:

- To help the University better understand what your learning experience has been like
- To provide useful information for prospective students
- To inform areas for service improvement across the University
- To inform good practice across the University
- To provide us with a benchmark in relation to other institutions

For further information with regard to the purpose and means of data collection and the role of UWTSD as the data controller, please see information below.