

#### Who are we

The University of Suffolk is an institution dedicated to transformation transforming individuals, our community, our region and beyond. Education, training and research are



Administration of Careers and employability advice services	legitimate interest of allowing us to manage and carry out our operations as an education provider.
<ul> <li>Monitoring your use of our information and communication systems to ensure compliance with the</li> <li>To provide our IT services and operate our IT network, we collect your IP address (see also our Visitors to the website Privacy Notice)</li> </ul>	Legitimate interests. We need to process your personal data for our legitimate interest of maintaining security of our systems and services and improving the services we offer.
<ul> <li>Provision of your staff profile (PGR students)</li> <li>Students name and phone number will be shared with data processors who provide specialist training on issues we think are important for all students to be aware of, e.g. consent training</li> </ul>	Legitimate interests. We need to process your personal data for the legitimate interest of sharing information about our work with the wider world and awarding body
DBS check - (for courses not subject to a mandatory check but where the University Student Membership and Disclosure and Barring Service Check Policy deems one is necessary)	Necessary for performing a task in the public interest.
<ul> <li>Your personal data may be processed by the University of Suffolk and transferred to the emergency services and, if necessary, your next of kin or emergency contact, where this is required to protect your vital interests or those of another person.</li> </ul>	Necessary in order to protect the vital interests of the data subject or of another person

# How your data is collected

We collect most of the information directly from you. This is through the application process, during enrolment and at other points during your time studying with us. Most of this data is provided and processed in line with your student contract. Additional information is collected from third parties such as UCAS, former places of education, agents/agencies, sponsors and government departments. During your period of study,





## The data we hold about you and how it is used

The University will collect information about you to provide services to you as an applicant or student. These details will include, but are not limited to:

- Contact details and other information submitted at key points through your University journey e.g. at application, enrolment and graduation (see the Graduation Privacy Notice)
- · Contact details of your next of kin
- Health information (where applicable) includes information about health conditions or disabilities, data about your ethnicity, gender, religious beliefs and sexual orientation. You may also provide this information to us as part of the equality monitoring we carry out pursuant to our legal obligations under the Equality Act 2010 and is only given voluntarily.
- Details of courses, assessments, modules and timetables and any awards conferred
- Information about your progress, including submission of work, marks etc.
- Information about any breaks you take from study, time spent studying abroad or on a placement
- Information relating to qualifications you hold
- Information about your use of our information and communications systems including email and associated accounts
- Information about any complaints made by or against you, such as academic offences or breaches of conduct
- Communications you have with us and communications we generate about you.
- Financial and personal information collected for the purposes of administering fees and charges, loans, grants, scholarships and hardship funds, and if applicable to assess student eligibility to obtain a visa to study with us
- Photographs and video recordings for the purposes of recording lectures, assessments and examinations and the production of a Student ID
- Information related to the prevention of and detection of crime and the safety and security of staff and students, which includes, but is not limited to, CCTV recordings



- Information you have directly provided for other services the University provides, such as Student Support (for the provision of advice, support and welfare, careers) and other opportunities which are likely to be provided under a specific consent.
- Data about you that we have to collect by law (for example where UK immigration law requires us to record information about you, or to report it to the immigration authorities)
- Data that we voluntarily provide about you, either whilst you are a student or after you graduate, for example if you ask us for a reference

#### Your data will, or may be, shared with the following recipients or categories of recipient:

Within the University, access to student data is restricted to those who need it in order to carry out their role. This may include personal academic tutors, other teaching staff and professional services staff who support the delivery of university services.

External Companies have been engaged to collect, store and process personal data on our behalf e.g. Customer Relationship Management solutions however, we only share data that is relevant and proportionate and contracts with these companies have bene reviewed for data compliance.

bodies as part of the statutory functions required by law. For details of this please see the table below.

These organisations are Data Controllers for your data, except where explicitly stated otherwise. Under these conditions, your data may be provided to organisations including but not limited to:

Individual/Category of Recipient	Details and/or linked documents
Professional Statutory Regulatory Bodies	UoS PSRB Register
(PSRBs) e.g. Nursing and Midwifery Council	



Applicant data for enrolled students is held for the duration of study plus two additional years after graduation or withdrawal.

Minimal student data is held in perpetuity to as a requirement of the Professional Statutory Regulatory Body, for example Nursing and Midwifery Council.

## Data Subject Rights including withdrawing consent

One of the aims of the General Data Protection Regulation (GDPR) is to empower individuals and give them control over their personal data.

The GDPR gives you the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All personal data will be processed in accordance with the Data Protection Act 2018 and General Data Protection Regulation. If you have any queries or concerns about the use of your personal data regarding your graduation ceremony including withdrawing your consent, please contact the University Data Protection team using the details below

datagovernance@uos.ac.uk

or

Data Governance Team

Fifth Floor

Waterfront Building

University of Suffolk

Neptune Quay

Ipswich Suffolk

IP4 1QJ

Data Governance Team

