



Student Privacy Notice

This privacy notice concerns our processing of personal data of past, present and prospective students of AECC University College. It explains how AECC University College collects, uses and shares your personal data, and your rights in relation to the personal data we hold.

AECC University College is the data controller of your personal data and is subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (subject to Parliamentary approval).

The University College needs to collect, process and use personal data (information) for a variety of purposes about those who express an interest in becoming a student of the University (prior to application and enrolment stage) and those who become enrolled students of the University and after students have graduated.

The University College takes the matter of data security and protection extremely seriously. The personal data you provide to us during the application and enrolment procedure and throughout your time as a student is securely held by the University College and will be treated confidentially.

How we collect your information

We collect your personal data in a number of ways, for example:

- from the information you provide to us before joining, for example when you enquire about studying at AECC University College;
- when you apply to study at AECC University College and complete enrolment forms via the Universities and Colleges Admissions Service (UCAS) and when you complete other admissions processes and procedures;
- when you communicate with us by telephone, email or via our website, for example in order to make enquiries or raise concerns;
- in various other ways as you interact with us during your time as a student of AECC University College, for the various purposes set out below;
- from third parties, for example from your previous or current school, sixth form college, university or employers who may provide a reference about you or who may sponsor your studies.

The types of information we collect

We may collect the following types of personal data about you:

- your name, and contact information such as address, email address and telephone number, as well as your date of birth, national insurance number (or other tax identification number) and your passport number or national identity card details,



country of domicile and your nationality. We will also allocate you a unique student number;

- information relating to your education and employment history, the school(s), sixth form college(s) and other colleges or universities you have attended and places where you have worked, the courses you have completed, dates of study and examination results. We will also keep records relating to assessments of your work, details of examinations taken, your predicted and actual examination grades and other information in your student record;
- information about your family or personal circumstances, and both academic and extracurricular interests, for example where this is relevant to the assessment of your suitability to receive a bursary;
- special category personal data and information about criminal convictions and offences, including:
 - information concerning your health and medical conditions (e.g. disability and dietary needs);
 - certain criminal convictions (e.g. for students on nursing programs, following completion of an annual declaration of “good character”); and
 - information about your racial or ethnic origin; religion or similar beliefs; and sexual orientation.

How we secure personal information

The University College takes data security seriously and uses appropriate technologies and procedures to protect personal information. Our information security policies and procedures are reviewed regularly and updated as necessary and to respond to changes in technology and regulatory requirements.

How we use information about our students

The University College collects only the data we need and we keep that data up to date and only for as long as it is needed. We collect data from applicants and students themselves through application forms and other means, as well as through other third parties such as schools or admissions services.

AECC University College needs to process certain personal data about applicants and students for a number of purposes in order to support your time at the University College:

- Administration of the application process, including informing the decision about suitability for potential programmes of study;
- Academic administration and to facilitate your education, including admission and registration, administering programmes of study, organising professional placements, recording progress, agreeing awards, organising examinations, course transcripts and certificates;



- Administration of the financial aspects of your relationship with the University College and with any funders, for example the assessment and collection of fees and other monies due to the University College;
- Management of your use of facilities and participation in events, for example production of the student card, provision of IT services, graduation, and other functions. We manage access to specific areas, such as the Library and may monitor access to certain buildings and rooms;
- Enabling effective communications with you;
- Operation of security, disciplinary, complaint and quality assurance processes and arrangements. We may monitor use of IT services to ensure adherence to the Acceptable Use Policy;
- Support of Health, Safety and welfare requirements;
- Production of statistics and research for internal and statutory reporting purposes;
- Personal data (including award and classification) will be published in the graduation programme booklet. This information will also be passed to third parties such as sponsors of student prizes. You may withhold your consent to your name being published for these purposes when you register online to attend the award ceremony or graduate *in absentia*.

The basis for processing your information and how we use it

Please see Appendix 1 for the legal basis of processing your data.

We may process your personal data because it is necessary for the performance of the contract we have with you or in order to take steps at your request prior to entering into a contract.

Sharing information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties. You are given the opportunity to opt out of some of these data sharing arrangements, for example when you register with us, but you should carefully consider the possible impact of doing this. Unless an opt-out is in place, we may disclose limited personal data to a variety of recipients including:

- our employees, agents and contractors where there is a legitimate reason for their receiving the information, including:
 - third parties who work with us to provide student support services (e.g. counselling);
 - organisations operating anti-plagiarism software on our behalf (such as Turnitin®);
- those with an interest in tracking student progress and attendance, including:



- student sponsors (e.g. the Student Loan Company)
- current or potential employers (to provide references and, where students are sponsored by their employer and/or where you take part in a placement, to provide details of progress/attendance);
- professional and regulatory bodies (e.g. Health Care and Professions Council, British Psychological Society etc.) in relation to the confirmation of qualifications, professional registration and conduct and the accreditation of courses;
- government departments and agencies where we have a statutory obligation to provide information (e.g. Office for Students, the Higher Education Statistics Agency (HESA), the Home Office (in connection with UK visas and immigration), Council Tax and Electoral Registration Officers at relevant local authorities (for the purpose of assessing liability for Council Tax and for electoral registration purposes));
- crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions);
- parents, guardians, and next-of-kin (where there is a legitimate reason for disclosure);
- third parties conducting surveys, for example the National Student Survey.

Students' Union

We share some of the information we hold about you (including your name, date of birth, nationality, gender, AECC email address and programme of study) with the Students' Union at AECC University College ("ASU") unless you notify us that you wish to opt out of ASU membership.

Alumni Relations

Certain elements of your personal data will be used for alumni activities, including sending AECC University College publications, promotion of alumni benefits, services, events and programmes. If you do not want your personal data to be used for any of these purposes, please email: marketing@aecc.ac.uk

HESA

We will send some of the student information we hold to the Higher Education Statistics Agency ("HESA"). HESA collects and is responsible for the database in which HESA student records are stored. Details of how HESA will process this information can be found at: <https://www.hesa.ac.uk/about/regulation/data-protection/notices>.

National Student Survey



We may pass student contact details to survey contractors to carry out the National Student Survey and surveys of student finances for the organisations identified by HESA in their data protection notices referred to above. These organisations and their contractors will use student's details only for this purpose, and will then delete them.

About six months after graduation, each student will be conducted by HESA or a survey contractor acting on their behalf, to ask the student to complete the Graduate Outcomes survey. We will not give your contact details to HESA.

If you do not want to take part in any of these surveys, please contact the Registry team on this email address: registry@aecc.ac.uk.

Changes to your personal data

Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details. Please contact the Registry team via this email address if you wish to update your details: registry@aecc.ac.uk

How long your information is kept

Subject to any other notices that we may provide to you, we may retain your personal data for a period of seven years after your association with us has come to an end. However, some information may be retained indefinitely by us in order to maintain your academic record and respond to requests for confirmation of results.

Full details of our retention periods are contained in our Records Retention Policy.

Your rights

You have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require that we cease processing your personal data if the processing is causing you damage or distress;
- to require us not to send you marketing communications.
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities;
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;



- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact the Academic Registrar using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

Contact us

If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer, by email: dpo@aecc.ac.uk, 01202 436344, or by post: Data Protection Officer, AECC University College, Parkwood Road, Parkwood Campus, Bournemouth, Dorset, BH5 2DF. Alternatively, you can contact the Executive Director of Administration by email: pford@aecc.ac.uk, by telephone: 01202 436200, or by post at the above address.

To request access to the personal data that we hold about you, you may contact our DPO by email: dpo@aecc.ac.uk, by telephone: 01202 436344; or by post: Data Protection Officer, AECC University College, Parkwood Road, Parkwood Campus, Bournemouth, Dorset, BH5 2DF.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.



Appendix 1

No.	Specific Purposes	Legal Basis – reference to Article 6 GDPR unless indicated to the contrary
1.	Admission, registration and administration of their studies.	(1)(b) or (1)(f)
2.	Academic assessment and progression.	(1)(b) or (1)(f)
3.	Administration of student related policies and procedures including appeals, complaints, grievances, disciplinary matters, and matters relating to health and conduct and to cheating and plagiarism.	(1)(b) or (1)(f)
4.	Pursuit of social and sporting activities e.g. relating to use of the University College's sports facilities.	(1)(b) or (1)(f)
5.	The provision of support services such as those of the Library.	(1)(b) or (1)(f)
7.	Processing and recovery of accounts and fees.	(1)(b) or (1)(f)
8.	Research and statistical analysis.	(1)(b) or (1)(f)
9.	Production of statistical returns required for third party government bodies e.g. the Higher Education Statistics Agency, for completion of government supported surveys e.g. the National Student Survey, the Destination of Leavers in Education Survey and the Teaching Excellence Framework.	(1)(c) or (1)(e) or (1)(f)
10.	Direct mailing of or about (i) student benefits and opportunities offered by or through the University College and (ii) University College activities and events organised for students.	(1)(b) or (1)(f)



11.	Administration of employment contracts where the student is employed by the University College.	(1)(b) or (1)(f)
12.	Consideration and granting of prizes, scholarships and bursaries: of discretionary funding available to students; and of other such awards.	(1)(b) or (1)(f)
13.	The production of student identification cards; and the inclusion of photographic images on the University College's computerised student record system.	(1)(b) or (1)(f)
	Personal data released to third parties for the following purposes.	
14.	To the Higher Education Statistics Agency, Office for Students, government departments, and other authorised users for the completion of student surveys and analysis of student statistics and/or to enable them to carry out their statutory functions as applicable.	(1)(e) or (1)(f)
15.	To local authorities for the purpose of enrolment on the electoral register and automatically exempting student from payment of council taxes.	(1)(b) or (1)(f)
16.	To the AECC Students' Union.	(1)(a) or (1)(f)
17.	To the police or other regulatory body where pursuant to the investigation or disclosure of a potential crime.	(1)(f)
18.	To close family and the emergency services where there is an emergency situation e.g. illness, serious injury or bereavement.	(1)(f)
19.	To external examiners for the purposes of assessment.	(1)(b) or (1)(f)
20.	To governmental and regulatory bodies for the purpose of gathering census or other information including the assessment of fees, including electoral registration officers.	(1)(b) or (1)(c)
21.	To the Home Office and other international and national governmental and regulatory bodies in connection with the assessment of students status.	(1)(b) or (1)(c)



22.	To any third party accessing the University College's e-mail directory of student e-mail addresses.	(1)(b) or (1)(f)
23.	To banks (and other payment agencies you may use), family, sponsors or other third parties to enable them to pay student debts.	(1)(b) or (1)(f)
24.	To external agents of the University College in relation to the repayment of student debts.	(1)(f)
25.	In relation to the provision of references for students or former students.	(1)(f)
26.	To sponsors, the Student Loan Company.	(1)(b) or (1)(f)
27.	To external bodies and individuals who have funded student prizes and awards.	(1)(b) or (1)(f)
	All students agree to the University College processing their "sensitive personal data"/"special categories" of data" for the following purposes and for release to the following third parties:	
28.	To the Higher Education Statistics Agency, Office for Students, government departments and other authorised users for the analysis of student statistics and/or to enable them to carry out their statutory functions as applicable.	Article 9(1)(a)
29.	For the assessment and provision of services to disabled students.	Article 9(1)(a)
30.	For admission to and the administration of student programmes.	Article 9(1)(a)
31.	To the University College's external lawyers, insurers in respect of accidents occurring within the institution and external auditors.	Article 9(1)(f)

¹ In the case of HESA, this may include releasing telephone numbers so that HESA or its agents can make telephone calls in relation to the auditing of First Destination Surveys of graduates.