

Fair Processing Notice: Students and Alumni

Purposes for which The University of Wales may use information about Students and Alumni

Note: The University of Wales was established by Royal Charter in 1893, and has notified the Information Commissioner that it is a Data Controller for personal data.

Personal data is provided to the University by its institutions.

Institutions are organisations (other universities, colleges or commercial organisations) who provide teaching and research facilities and for which the University of Wales is the awarding body for some or all of the qualifications obtained by the institutions' students.

Personal data held by the University relating to you may be stored in paper and/or electronic form in accordance with the provisions of the Data Protection Act (1998), and will or may be used for purposes associated with:

- the organisation of teaching and examinations (both at your institution and at the University of Wales or in any other institution which may be responsible for providing part of your scheme of study), and the award of qualifications
- the production of graduation ceremony or celebration documents
- general routine administrative functions such as access to online facilities
- procedures relating to student complaints and appeals, and to student discipline
- statistical processing of aggregated student data by the University of Wales, or by its institutions
- equal opportunities monitoring
- any disclosures needed for the verification of your personal data held by the University of Wales, by another higher education institution or by government agencies
- the production of returns required by government agencies (in particular the Higher Education Statistics Agency (HESA))
- processing of work submitted for assessment using external electronic plagiarism detection services, which may hold data on servers outside the European Economic Area (EEA)
- following successful graduation, the transmission of details of your award to any educational institutions which you may have attended within two years before arrival at The University of Wales
- the transmission to you of information on internal and external events and facilities likely to be of interest to the student body
- alumni relations activities, including follow-up surveys of employment, and fundraising (further information about alumni activities can be found below)

Certain routine administrative procedures will require the transfer of personal data about you to:

- your institution for processing, which may be outside the European Economic Area (EEA);
- any organisation (data processor) acting under contract to the University to process personal data which it holds.

Should you, either during the admissions procedure or at any point in your studies, give or have given information about a disability which you believe yourself to have, this information may - unless you object explicitly - be passed to any member of the University staff who requires it in order to ensure appropriate arrangements for teaching or examination.

Should your training/studies at your institution at any point involve work with children or vulnerable adults and/or if your programme is accredited by certain professional bodies concerned with health and social responsibility, the University will pass data to relevant external bodies to discharge its statutory responsibilities and to enable routine vetting for fitness to practise to take place where appropriate.

You have the right to object to the processing by the University of your personal data, including its processing by particular individuals, if you feel that this will cause you significant damage or distress.

Subsequent to your completing your studies or withdrawing from your institution, the data held by the University that relates to you will be held for an indefinite period, and confirmation of any details held, including your award and dates of attendance, will be released to you on application and payment of the appropriate fee.

How your personal data will be used after you have finished your studies

As well as maintaining student records during and after periods of study, and supplying operational services as part of providing a comprehensive student experience, the University processes personal data in connection with external relations and the Alumni department.

When you graduate you will automatically become a member of the Alumni Association and some of your details will be passed to the Alumni Office whose role is to enable former students to keep in touch with the University and with each other, as well as to provide opportunities for alumni and others to support the University.

The Alumni Office will automatically contact you once you have been admitted to your award, and the information you provide is used by the University to communicate with you for its marketing, promotional and fundraising purposes. These may include:

- The promotion of the relationship between the University and its alumni;
- University-related fundraising initiatives involving alumni;
- Advertising and promotion of alumni events and reunions;
- Distribution of University publications and mailings (e.g. Alumni magazines, newsletters, annual reports) and message forwarding (without disclosure of data);
- The promotion of benefits and services available to alumni;
- Eliciting non-financial support (e.g. careers advice to students, help with student recruitment).

Communications are by phone, email and post in order to achieve our role is the most cost-effective way.

The University may pass your contact information on to our merger partner the University of Wales Trinity Saint David where there are opportunities which may be appropriate to inform our alumni about, such as further study programmes or relevant events.

The University, unless explicitly requested not to do so, will confirm limited details of any award you have received from the University, with dates and classification, to any enquirer who is able to provide sufficient information both to identify you uniquely and to list the award to be confirmed. For example, we would confirm your degree if a prospective employer asked us to verify your certificate, but we would not list any other qualifications you may have or any special circumstances etc.

Under the terms of the Data Protection Act you can opt of the use of your data for any or all of the above purposes at any time. If you prefer not to receive some types or any of our communication, you can opt-out by either emailing us at optoutalumni@wales.ac.uk or telephoning +44 (0)29 2037 6999. This can be done at any time of your relationship with the University, be it as a student, or after graduating.

The University continuously review records of alumni to ensure your data is as accurate as possible. We may therefore consult alternative sources in order to do so, e.g. Royal Mail address files, BT phone directories, reviewing job information that you have made available via LinkedIn or Facebook (as per their Privacy Policies), newspaper articles, company websites and other publicly available sources. However, the easiest way to ensure we have your correct and most up to date information is to complete the Alumni Association Registration Form (www.wales.ac.uk/register)

The University stores and uses information that we believe to be factually correct, relevant to our work and not excessive, and is always respectful of our constituents in regards to information retained, doing its utmost to protect your privacy.

The University is subject to various access to information regimes, such as freedom of information, which oblige it to disclose information on request in order to comply with the law. However, your information is not routinely shared with other alumni or disclosed to any external bodies, other than those contracted by the University of Wales Alumni Office in order to assist with its routine activities listed above.

Sharing your personal data (third party disclosures)

The University may disclose appropriate personal data, including sensitive personal data, to third parties, where there is legitimate need or obligation, during or after your period of study. Such disclosure is subject to procedures to ensure the identity and legitimacy of such agencies. These third parties may include the following (please note that this is not an exhaustive list):

Higher Education Statistics Agency (HESA), HE funding councils and other government bodies

Your personal data will be provided to HE funding councils, government bodies and HESA. Further details about the data shared with HESA can be found in the [HESA-Student collection notice](#) on the HESA website.

National Student Survey

The University is required to pass data about its final year undergraduates to the Higher Education Funding Council for England (HEFCE), or their agents, in order for them to carry out the National Student Survey. This survey gives final year students the chance to give feedback on their experiences at the University and so informing the choices of prospective students. It is described in detail on the [National Student Survey website](#).

The University will pass your name and contact details to the agent carrying out the survey. The agent may then contact you to take part. You do not have to take part in the survey and you can opt out at any time by contacting the agent and providing them with verification of your identity by confirming your date of birth.

Higher Education (HE) institutions

Where students are involved in exchange or placement programmes the University may disclose their personal data to administer the exchange and for general educational and assessment purposes.

Sponsors, loan organisations and scholarship schemes

Where students have a sponsor, scholarship scheme or a loan provider, the University may disclose student personal data to these organisations to determine whether support should continue. Personal data about students may be disclosed to third parties attempting to recover debt on behalf of the University where internal procedures have failed.

Published information

Any award (such as a degree) made by the University is a matter of public record rather than personal data, and as such will be publicly available and publicised at, for instance, graduation ceremonies.

Photographs of students during the course of their study may also be taken. If you do not wish your photograph to be taken, then simply absent yourself from any pictures. Group photographs taken will assume the permission of individuals pictured for use in University publications and publicity materials, and publications produced by third parties authorised by the University. Attendance at graduation ceremonies will assume the permission of the attendees and photographs and recordings taken on the day may be publicised on the University's website.

Employment agencies, prospective employers and third parties requesting confirmation of awards

The University will routinely require the consent of students before disclosing details of any award. However in the absence of consent it may confirm the awards it has made including the date of the award and its classification without notifying the student, although such a disclosure would be subject to a basic check on the origin of the request.

Police, crime and taxation

The University may be informed by the Police when students are convicted or cautioned, or if they receive a section 27 or fixed penalty fine. The University may also be obliged to provide information to the Police or other organisations that have a crime prevention or law enforcement function, such as Benefit Fraud Sections within Local Authorities, about students if it is necessary for the prevention or detection of a crime or the collection of taxes.

Your rights

You have certain rights and responsibilities around your personal data including:

- to be informed what personal data about you the University holds and what they are used for
- to access this personal data
- to update the personal data the University holds
- to be informed how the University is complying with its obligations under the Act
- to complain to the Data Protection Officer if you believe that the Data Protection policy has not been followed.

If you want to look at and check the accuracy of your personal data held centrally, you can contact the Compliance and Secretariat Manager via email on compliance@wales.ac.uk or telephone +44 (0)29 2037 6999

If you wish to access your personal data under the provisions of the Data Protection Act, you should make a Subject Access Request

Your responsibilities

Providing personal data to the University

Students must ensure that all personal information provided to the University is accurate and up to date. You should notify any changes of address, corrections to contact details etc. to the Registry Department of the University.

Processing personal data

Under the Data Protection Act and the University's Data Protection Policy students have responsibilities when processing personal data. These include:

- if you are considering processing personal data as part of your studies you must notify and seek approval from your supervisor before any processing takes place
- if you are processing personal data other than as part of your studies you should contact the Information Commissioner to ensure that you are doing so in compliance with the Data Protection Act as you will not be covered under the University's registration.