

Data Protection for Students (Fair Processing Notice)

Data Protection

1. Liverpool John Moores University (LJMU) needs to obtain and process certain information about our students to allow us to register students, organise programmes, and to carry out other essential university activities.
2. The University cannot exercise its responsibilities and fulfil its education, training and support obligations to its students without holding and using this personal data. We process your personal data for recruitment, admission, enrolment, the administration of programmes of study and student support and associated funding arrangements, monitoring performance and attendance, supervision, assessment and examination, graduation and alumni relations, advisory, pastoral, health and safety, management, research, statistical and archival purposes.
3. The information we collect is stored safely and securely, used fairly, and not disclosed to any other person unlawfully. To do this we comply with the current Data Protection Act 1998 and will comply with the new General Data Protection Regulation which will supersede the Data Protection Act on 25th May 2018.
4. The University and all staff or others who process or use any personal information must ensure they follow the University's Data Protection Policy. You can find further information and a copy of the Data Protection Policy at <https://www.ljmu.ac.uk/about-us/data-protection> or in your student handbook. If you have any questions about the University's data protection procedures you can contact the Data Protection Officer at secretariat@ljmu.ac.uk or Tel: 0151 231 3116.
5. We also process applicant and student data to meet our statutory and other binding obligations. These may include submission of statistical returns to government or its agencies, including the Higher Education Funding Council for England (HEFCE), the Higher Education Statistics Agency (HESA), the Student Loan Company (SLC), or other equivalent bodies from other countries. **Please read the Student Collection Notice at <https://www.ljmu.ac.uk/about-us/data-protection>** which will explain how HESA also collect and share your information.
6. As a Tier 4 licensed sponsor we may be required to give information to the UK Visas and Immigration Agency (UKVI) about students with visas to study. Our sponsorship duties include informing the UKVI if a student fails to register, withdraws, or fails to attend classes and hand in work.
7. We disclose your personal data to other third parties only with your consent, or if requested by an organisation with a statutory function, such as the police, in a case where non-disclosure would prejudice law enforcement; or to meet a statutory or regulatory obligation e.g. council tax or benefit claim; a court order; in a medical emergency, or otherwise, in accordance with the University's Notification with the Information Commissioner's Office (ICO), Registration Number Z5616967, and the terms of the Data Protection Act 1998 and from 25th May 2018 the new General Data Protection Regulation which will supersede the Data Protection Act.

8. LJMU cannot release any information to parents, or other sponsors, without your consent or in very particular circumstances around the protection of health as outlined in the Data Protection Act. Where parents or sponsors pay tuition fees, this does not give them a right of access to your personal information. All necessary information will be issued to you, the student, directly. It is then your responsibility to pass relevant information onto your parents or sponsors. In some particular cases the University may ask you to sign an agreement to seek your permission to provide information directly to a sponsor, e.g. an employer. In this event you are giving your permission for the University to provide this information directly to the sponsor.

9. LJMU cannot reveal personal information about students to other students. Within the terms of the Data Protection Act 1998 the University discloses student information to a variety of recipients including:

- Employees and agents of the University (on a strictly need-to-know basis)
- Local Authorities (e.g. council tax and other benefit purposes, including fraudulent claims).
- Relevant government departments and other public bodies to which the University has a statutory obligation to release information, including the Student Loan Company; funding councils; the Higher Education Statistics Agency (HESA); and the Quality Assurance Agency (QAA).

10. LJMU will release information to other bodies if they have a statutory right of access, if the University has a data sharing agreement with them, such as the Students Union, or if those bodies can successfully demonstrate that they require the information for certain purposes, such as:

- Affiliation to a Professional Body
- The detection and prevention of a crime
- The apprehension or prosecution of an offender
- The assessment or collection of any tax or duty or any imposition of a similar nature
- Or establishing whether you are “fit to practice” or for a work placement for example in Health or Social Care, or working with children or vulnerable adults. (Some placements may be situated outside the EEA).

These bodies may include: the Police and Security Services, Her Majesty’s Revenue and Customs, the Home Office and UK Visa & Immigration Agency, the Department for Work and Pensions, Local Authorities, Health Authorities, and similar.

11. Only certain University staff are authorised to make such releases in accordance with the Data Protection Act 1998 and from 25th May 2018 the General Data Protection Regulation which will supersede the Data Protection Act.

12. The University has a data sharing agreement with Merseyside Police where personal data of students can be shared when crime detection or prevention can be aided by its release.

13. The University has a data sharing agreement with the Students' Union (LiverpoolSU) for membership purposes. You automatically become a member of the Students' Union once you enrol at the University, unless you have opted out of doing so. This transfer of information will enable you to make use of the Student Union's services more quickly and easily to enable it to verify your eligibility to join clubs and societies, vote in its elections and to provide support to you and other contact and essential updates. If you would prefer that your information is not shared with the Students' Union in this way you can opt out on your enrolment form or contact the Data Protection Officer at any time at Secretariat@ljmu.ac.uk or Tel: 0151 231 3116.

14. The University publishes examination results on University noticeboards and in the awards brochure. However students have the right to indicate that they do not wish their names to be included on the published list.

15. If you have disclosed a disability this information will be disclosed to only those who need to know and so that any reasonable adjustments can be made for your benefit. Some disability information is anonymised for statistical purposes.

16. The University will only disclose sensitive personal data (age, disability, gender reassignment, marriage or civil partnership (in employment only); pregnancy and maternity; race; religion or belief; sex; sexual orientation) where there is a legal basis for doing so and always in compliance with the Data Protection Act 1998 and the General Data Protection Regulation which will supersede the Data Protection Act on 25th May 2018.

17. For a full list of the purposes for which the University processes personal data, you can see its entry on the Register of Data Controllers held by the Information Commissioner at: <https://ico.org.uk/ESDWebPages/DoSearch?reg=54466>. The University's Registration Number is Z5616967. You can also seek any information about data protection and your rights from the Data Protection Officer at secretariat@ljmu.ac.uk or Tel: 0151 231 3116

Your Rights:

18. You have the right to:

- Find out what personal data the University holds about you, why it holds it and what it does with it, how long it keeps it and to whom the University discloses it.
- Ask the University to correct inaccurate data.
- Ask the University not to process information about you that causes you substantial, unwarranted damage or distress.
- Request a copy of your personal information held by the University. This is known as a subject access request (SAR). You can find more information on how to do this at <https://www.ljmu.ac.uk/about-us/data-protection> The University has currently 40 calendar days to comply with your request after receiving proof of identity, the statutory fee of £10 and any further information needed to find the information requested. From the 25th May 2018 the new General Data Protection Regulation will supersede the Data Protection Act

1998 and from that time all requests should be dealt with within 20 calendar days and there will be no charge.

Your Responsibilities:

19. It is vitally important that LJMU has a complete and accurate record of your personal information and programme details. Every student is responsible for ensuring that the information on the University's Student Information System is correct. This includes information such as your home and student address (if different), modules being undertaken in the current academic year, etc. The University initially takes your personal data from your enrolment form. You should notify the University immediately to let us know if any of this information changes during the course of the year. All written communication sent by the University will be forwarded to the address held on your student record. **If this address is incorrect, the University cannot be held responsible for any problems arising from the late receipt or loss of information, including Awards, nor is it responsible if your personal information is received and read by a third party.**

20. **Next of Kin/Emergency Contact Details:** All students are asked to provide next of kin or emergency contact details. In the event of an emergency the University may need to make contact with your next of kin or other relevant person. However, this information will only be used in exceptional circumstances.

21. **Student email addresses:** These are published in the University's Outlook Address Book. This is for internal access only. You should not pass on anybody's email address without their express permission. The University will, on occasion, send emails to all students about important academic information, or information/advice that may be of benefit to its students. All staff are instructed to conduct university business via the students' ljmu email account and therefore it is very important to ensure you regularly check your LJMU email account for information.

22. **Liverpool Students' Union (LiverpoolSU):** The University releases relevant contact details, for specific purposes only, to LiverpoolSU. The University has a Data Sharing Agreement in place with LiverpoolSU which can be found at <https://www.ljmu.ac.uk/about-us/data-protection> All LJMU students are automatically members of LiverpoolSU and the sharing of information assists it in providing services for students to be able to take part in activities and receive support. However, you can let the University know if you do not wish to be a member of LiverpoolSU, or if you do not wish your details to be provided to LiverpoolSU. Contact the Data Protection Officer at secretariat@ljmu.ac.uk for further advice.

23. When you commence study, it is your responsibility to retain your copy of the programme handbook as some employers require detailed information regarding the subjects studied. Information in respect of modules covered, methods of assessment, etc. are available on the University's website.

24. **Student Assessed Work:** Coursework and assignments are the property of students. You are advised to retain a copy of all coursework/assignments and are expected to collect the marked copy as soon as it is available. The University will

retain coursework/assignments for a period of 6 months. However, coursework submitted electronically via the VLE will be kept for a period of up to three years, in line with student access to modules on the VLE. If assessments are to be kept longer as exemplars, permission of the student(s) should be sought and anonymised where necessary.

25. Publication of Results: Details of academic awards are only released to prospective employers with the agreement of students.

26. Transcripts and Degree Certificates: Information on how to obtain further copies of transcripts and degree certificates after leaving the University can be found at <https://www.ljmu.ac.uk/discover/your-student-experience/alumni> You can replace transcripts via the online shop. If you have any other queries about certificates or transcripts please contact awards@ljmu.ac.uk Please note that LJMU will withhold personal information relating to academic attainment (other than actual marks) such as transcripts or degree certificates, if you are in debt to the University. If the University has withheld your transcript or degree certificate you can apply for your information via a Subject Access Request as outlined at paragraph 18 above.

27. Retention of information: LJMU will keep a full student record for the duration of your studies at LJMU, plus one year. After this time the only documentation that the University guarantees to keep in perpetuity (always) will be a transcript of your results, and the information required for the Diploma Supplement. Certain materials may be held for longer periods to comply with legal requirements, for quality assurance purposes, to meet professional body requirements, or the needs of a validation body. These will be held, wherever practicably and appropriately, anonymously or with the consent of the student concerned.

Useful Links:

- Contact the Data Protection Officer, Denise Tipping on 0151 231 3116 or by email: secretariat@ljmu.ac.uk
- Follow the links in the University's Data Protection webpages <https://www.ljmu.ac.uk/about-us/data-protection>
- Student data collection: this explains what student data we share with the Higher Education Statistics Agency (HESA) <https://www.ljmu.ac.uk/about-us/data-protection>
- You can access the University's entry in the Information Commissioner's Register of Data Controllers by clicking [here](#). The University's Registration Number is Z5616967. This register entry describes, in very general terms, what personal data we process and why, how we obtain personal data and to whom we may disclose it
- You can find out further information about who we share your information with at <https://www.ljmu.ac.uk/about-us/data-protection>

