



Data Protection

The University of Brighton is notified as a data controller with the Office of the Information Commissioner, and collects and processes information about students for various teaching, research and administrative purposes. All such activity is governed by the Data Protection Act 1998 and students are entitled to have access to the records held about them to ensure accuracy and fairness.

Purposes for which information is held include:

- general university administration requiring personal and academic details
- management of academic processes such as academic audits, examination boards and award of degrees
- the management of university residences, sport and leisure activities and university social events
- alumni operations, including fund-raising
- the provision of advice and support to students via, amongst others, the Registry, Student Services and the Accommodation Service
- internal research, including monitoring quality and performance.

The university, via academic Schools, the Registry and other ancillary departments, allows employees and agents of the university to access data on a strictly need-to-know basis. Student information is disclosed to a variety of third parties or their agents, notably:

- students' sponsors (including LAs), the Student Loan Company, and funding and research councils
- Students' Union
- UKCAT (UK Clinical Aptitude Test Consortium)
- relevant government departments to whom the university has a statutory obligation to release information - including the Higher Education Statistics Agency (HESA) and the Department for Business Innovation and Skills (BIS). Further information is contained in the HESA Fair Processing Notices: <http://www.hesa.ac.uk/collection-notice>
- Council Tax Registration Officers
- current or potential employers of University of Brighton students
- current or potential providers of education to University of Brighton students (including placement providers)
- professional and statutory bodies.

The accuracy of personal information provided by students may also be checked by the university against relevant external sources. The university undertakes to maintain student data in secure conditions, and to process and disclose data only within the terms of its Data Protection notification. The details above indicate the nature of this notification but are not exhaustive. Please note that we are reliant on you for much of the data we hold: help us keep your record up-to-date by notifying us of any alterations to your address, personal details or course enrolments. The university's full data protection policy can be found at:

<http://staffcentral.brighton.ac.uk/xpedio/groups/Public/documents/staffcentral/doc006938.pdf>

Please contact the Legal Adviser, Mithras House, ext 2404, if you have any specific questions relating to Data Protection or for details of procedures relating to your rights as a data subject.