



Student Privacy Notice

The University of Brighton is registered with the Information Commissioner, and collects and processes information about current, past and potential future students for various teaching, research and administrative purposes.

All such activity is governed by the Data Protection Act 1998 and from 25 May 2018 by the General Data Protection Regulations (GDPR) and any information about our students is held securely under these requirements.

How we use information about our students

Purposes for which information is held and processed include:

- Recruitment and admission
- 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 engagement activities, including the following communications and marketing activity, which may be sent by mail, email, telephone and social media: sending of university publications, notification of relevant events, fundraising appeals (including telephone campaigns staffed by current students), promotion of benefits and services for alumni and friends and promotion of alumni and student mentoring services.
- We will pass certain information (including contact details) to our Philanthropy and Alumni Engagement Department.
- the provision of advice and support to students via, amongst others, Academic Services, Student Services and the Accommodation Service. Such services include disability and learning support, careers advice, personal tutors and Student Support and Guidance Tutors (SSGTs)
- internal research, including monitoring quality and performance.

The university, via academic Schools, Academic Services 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 (note we will share some of the information we hold with the Students' Union unless you notify us that you wish to opt out of SU membership)
- BMAT (Biomedical Admissions Test), UKMED Database, Medical Schools Council.
- 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 Education. Further information is contained in the HESA Fair Processing Notices: <http://www.hesa.ac.uk/collection-notices>

- Student Surveys including National Student Survey (NSS), Brighton Student Survey, PTES, PRES, Graduate Outcomes
- Local Authority Council Tax and Electoral 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 under the "Student Contract" at:

<https://www.brighton.ac.uk/studying-here/student-contract.aspx>

Please contact the Data Protection Officer if you have any specific questions relating to Data Protection or for details of procedures relating to your rights as a data subject.

Amended 31.7.17