

# Student Privacy Notice

The University of Northampton is the Data Controller for your information.

The Data Protection Officer can be contacted by emailing

[dpo@northampton.ac.uk](mailto:dpo@northampton.ac.uk)

Or by writing to: Data Protection Officer, Vice Chancellor's Office, Senate building, Waterside Campus, University of Northampton, NN1 5PH

This privacy notice explains how we use your personal data and how you can exercise your rights regarding that information.

## Information we are collecting about you

- Name, date of birth and age
- Contact details like address, telephone number, personal email and University email
- Nationality and immigration status
- Visa information and checks if you are an international student
- Copies of identity documents like your passport and information about any checks we have carried out on these
- Student ID number and photo used on your student ID card
- The name and contact details of your emergency contact
- Your consent to share information with a third party like a parent, carer or guardian, if you have nominated someone in writing
- National insurance number, if applicable
- Ethnicity

- Gender
- Religion
- Sexual orientation
- Disability
- Bank details
- Bank statements
- Details on the payment of student fees and accommodation charges, other charges, refunds, debts, expenses, invoices raised
- Car registration, if applicable
- Educational background and qualifications on entry, application form
- Allocation to University accommodation
- Criminal convictions (some courses only)
- Employment by the University e.g. as a Student Ambassador
- Emails sent and received by your University email account
- Pre-existing relationships with members of staff e.g. if you are related to a member of staff, or in a relationship which pre-dates the start of your studies and/or their employment

### **Study information**

- Your course, modules and dates of study, your timetable
- Marks awarded, degree outcome
- Your engagement with study and your attendance
- Library borrowings
- Wi-Fi log in in University spaces (log in only. We do not monitor the information you access)
- Information about your involvement in academic appeals, academic misconduct investigations and hearings, fitness to study/practice investigations/hearings

- Responses to course/module surveys conducted by the University
- Interaction with the University's systems like My Day, PebblePad, Kaltura, Turnitin, Blackboard (NILE), Collaborate, library systems, specific systems for your course provided by third parties
- Placements and work-based learning you have taken part in
- Interaction with Student Futures on careers and Changemaker awards
- Academic partner institution, if relevant
- Degree ceremony booking, videos, prizes awarded, certificates issued

### **Student support**

- Referrals to support services
- Additional Student Support and Inclusion Services Team (ASSIST) support provided including needs assessments, services accessed, Disabled Students Allowance assistance
- Student Support and Advice services used e.g. follow up from drop-in sessions and mitigating circumstances
- Financial Support and Guidance services used e.g. follow up from drop-in sessions, loan applications
- Student Information Desk services used e.g. production of Council Tax letters, employment references
- Complaints/allegations made by you, made about you, or otherwise involving you for example as a witness
- Disciplinary investigations and procedures
- Assistance provided by Personal Academic Tutors
- Emergency assistance provided by the Security Team
- Issues, incidents and queries involving you investigated by the Security Team

- Counselling and mental health services accessed – A separate Privacy Notice explains how your personal data is processed when you use counselling and mental health services
- Adjustments needed and made for disability e.g. accessibility requirements, parking permit
- Medical conditions requiring support, adjustments or awareness

### **What is the source of the personal data?**

We collect your personal data directly from you.

We also collect your personal data from third parties. These are:

- UCAS / Department for Education
- Home Office (UKVI), Foreign and Commonwealth Office
- Student Loans Company (SLC)
- Academic partner institutions
- Recruitment agents in your country who are contracted by the University
- Providers of student placements and work-based learning
- Your previous institution, employer or school
- Your employer, if you are an apprentice
- Office of the Independent Adjudicator for Higher Education if you have referred a matter to them
- Disclosure and Barring Service re criminal convictions
- Professional accrediting bodies
- Information from another body or person who pays your fees, your sponsors and funders
- Police, if they are dealing with a matter involving you
- Referees where someone has provided a reference for you
- University of Northampton Students' Union

## **Why are we collecting your personal data?**

- To assess your ability to undertake study with us
- To support your academic progress through your studies
- To provide you with study as part of our commitment to you
- To administer and monitor your progress through your study with us
- To provide you with support and assistance
- To provide you with facilities
- To check your entitlement to study in the UK and the fees you pay for study
- To seek payment of your fees and other charges made by the University for the services we provide, for example accommodation
- To be able to provide a reference in future
- To comply with our obligations to our regulators for example data returns and equality monitoring and with our legal obligations
- To ensure an acceptable standard of conduct amongst our students, staff and others, and to protect students from harm
- To carry out our duty of care to students, staff and users of our facilities
- To help us obtain professional accreditations e.g. for courses regulated by the Nursing and Midwifery Council

## **The lawful basis for processing your personal data**

- Performing a contract we have with you, which is to provide your chosen study, this includes:
  - Maintaining communication with you
  - Administering all aspects of your studies, recording achievements and engagement
  - Providing you with services and notifying you of them, including academic and non-academic support services, advice and guidance

- Collecting payment and the administration of student finance and funding
- Providing references
- To enable management of complaints and appeals and to operate quality assurance and extenuating circumstances processes
- To comply with our legal obligations:
  - With respect to students who hold Student Route Visas
  - Under the Equality Act 2010
  - Under the Health and Safety at Work Act
  - For the prevention, detection and investigation of fraud
  - To safeguard under -18s and vulnerable adults
  - To return data and to pass relevant information to our regulator, the Office for Students
  - To comply with our Prevent duty created by the Counter-Terrorism and Security Act 2015
  - To supply electoral role registration information to the local council, if applicable
  - During a pandemic, epidemic or local health emergency we may have to share information about you with local or national authorities such as the NHS, Northamptonshire County Council
- We have a legitimate interest in:
  - Your well-being
  - Maintaining academic standards
  - Maintaining our learning resources and records about our delivery of academic courses
  - Maintaining the student code of conduct
  - Safeguarding our property and assets

- Carrying out our legal duty of care to you and to all other students, staff and visitors
  - Providing a proper infrastructure to support your studies and related student services so that we can carry out our contract with you
  - Collecting payments due to us
  - Reducing and mitigating risks to our community and our University
  - Ensuring that the University is able to benefit its students by understanding how they are impacted by its practices, and enacting improvements
  - Monitoring the use of IT networks to protect the security and integrity of the University's IT infrastructure
  - Providing you with information about our services and notifying you about changes to our services
  - Taking and using images of classroom situations or general activity in common areas as part of general marketing materials, for example in our annual report, prospectus or course materials
  - Maintaining professional accreditations for courses. This also benefits you when you complete a professionally accredited course
- Public Interest
    - Teaching and research are tasks that we perform in the public interest in order to fulfil our responsibility as a charity for promoting the advancement of learning
    - We process diversity monitoring data (such as, data revealing racial or ethnic origin, religious or philosophical beliefs, data concerning health and sexual orientation) under Article 9(2)(g) of the UK GDPR for reasons of substantial public interest to ensure compliance with the Equality Act 2010 and Schedule 1 of the Data Protection Act

2018 and to promote and maintain equality of opportunity and treatment

- Vital Interests
  - There may be circumstances in which it is necessary for us to process your data where there is a risk to life, either yours or that of another person. For example:
    - sharing health information with emergency medics when an ambulance is called
    - humanitarian or public health crises like flooding, fire or epidemics
- Consent
  - You may provide consent in writing for us to share your personal data with a third party such as a parent, guardian or carer. There is further information at: [Student Confidentiality | University of Northampton](#)
  - If you are asked to participate in research projects run by the University, you will be asked to give your consent to participate

### **Who are we sharing your personal data with?**

- Provided that the sharing is within UK GDPR we share your personal data with University colleagues. This includes colleagues in certain University functions for example Security who are employed via a separate company, University of Northampton Enterprises Ltd, which is wholly owned by the University. Working within UK GDPR means that colleagues must be transparent and fair, have a lawful basis for sharing, ensure your data is secure and take particular care with sensitive information. They must use your data for the purpose for which it was collected and in a



limited way, so that data is available only to colleagues who need to know that information

- Office for Students to maintain our registration and degree awarding powers
- The Higher Education Statistics Agency (HESA). HESA uses your data to provide information on higher education and shares your data with public authorities to carry out statutory or public functions
- External providers of the National Student Survey (IPSOS), the Postgraduate Taught Experience Survey (Advance HE and JISC), the Postgraduate Research Experience Survey (Advance HE and JISC). We share some data to pre-populate the survey software for example Student ID, country of residence, ethnicity, degree type, discipline/subject area
- University of Northampton Students Union to facilitate the operation of the students' union and their offer of services to you
- External organisations providing services to us, such as for teaching, timetabling services and online learning environments
- Your funders and/or sponsors, including the Student Loans Company and research councils
- Any relevant professional statutory regulatory bodies, for example the Nursing and Midwifery Council
- Electoral Registration bodies to facilitate your ability to vote in accordance with our legal obligation
- Employers or prospective employers and other educational institutions where references are sought
- The University's appointed auditors, as required for the purposes of their audit and therefore to check the integrity of our data and processes
- Contractors engaged for health and safety purposes to advise on protection of your health, and/or that of others, during any pandemic,

epidemic or local health emergency (e.g. contractors engaged in testing and tracing or in implementing consequential health and safety measures)

- Our occupational health provider to check for fitness to carry out relevant tasks in order to fulfil the requirements of some courses (required for select programmes of study)
- Disclosure and Barring Service (DBS) via an intermediary company, GBG, (required for select programmes of study)
- Our debt referral and collection service provided by ACT Credit Management
- The Police, in cases where:
  - We have a legal obligation to make referrals under the Prevent duty
  - The Police request data and we are assured they have a legal basis for the request
  - There is an immediate risk to life
- Where you have given us consent in writing, we will share your personal data with a third party such as a parent, carer or guardian. There is further information at: [Student Confidentiality | University of Northampton](#)

### **How long we will process your personal data for**

Your personal data is kept in accordance with a retention schedule. As our retention schedule is very detailed, the below provides a summary of our retention of your personal data. If you have any specific queries, please contact the Data Protection and Information Governance team at [dpo@northampton.ac.uk](mailto:dpo@northampton.ac.uk)

Permanent retention

- Your basic details for example your name and student ID, and details of the award you were given

10 years from last action on case

- Complaints, disciplinarys, investigations, academic misconduct, fitness to study/practice

End of study + 6 years

- Additional Student Support and Inclusion Services Team (ASSIST) records such as medical/diagnostic evidence and DSA Needs Assessment Reports, DSA award and case notes
- Student Support records and records of interaction with Student Support services for example mitigating circumstances and withdrawal from study

Last contact + 6 years

- Interactions with Financial Guidance team such as applications for and award of loans and financial support, food vouchers and food bank referrals

Termination of your relationship with the ASSIST service + 3 years

- ASSIST registration and screening
- Services provided to students with disability or medical condition such as Personal Emergency Evacuation Plans, ergonomic adjustments

Last contact with the service + 6 years

- Records of your interaction with the Counselling and Mental Health Service, including counselling notes

Completion of ceremony + 2 years

- Booking attendance at degree ceremony and administration of the ceremony

### **What are your rights and how can you enforce them?**

As a data subject, you have the following rights:

- The right to be informed about what we do with your personal data. We inform you via this Privacy Notice
- Right of access to the data we hold about you. To access your data, you can make a request to [dpo@northampton.ac.uk](mailto:dpo@northampton.ac.uk)
- Right to rectification if the data we hold about you is not correct. To rectify your data, please contact [dpo@northampton.ac.uk](mailto:dpo@northampton.ac.uk)
- Right to erasure of your data. This is a qualified right which does not apply to all of your data. It applies to the extent that our retention of your data is in accordance with our legal obligations, our ability to establish, exercise or defend legal claims, tasks we carry out in the public interest and for archiving purposes in the public interest. The right to erasure does not apply to [special category data](#) (e.g. health data) where processing is necessary for public health purposes in the public interest, such as protecting against threats to health. To explore the erasure of your data, please contact [dpo@northampton.ac.uk](mailto:dpo@northampton.ac.uk)
- Where you have given consent for us to process your personal data in a particular way, you have the right to withdraw that consent at any time. To exercise this right, please contact [dpo@northampton.ac.uk](mailto:dpo@northampton.ac.uk)
- The right to restrict processing. This applies in certain circumstances, for example if you challenge the accuracy of the data and we are seeking to verify, or where we would erase the data but you would like to keep it in order to establish, exercise or defend a legal claim.

There is further information about your individual rights on the website of the Information Commissioner's Office: [A guide to individual rights | ICO](#)

## **How you can complain**

In the first instance, you can refer your complaint about data protection matters to the Data Protection and Information Governance team by email at [dpo@northampton.ac.uk](mailto:dpo@northampton.ac.uk).

If you are not satisfied with the outcome, you can send your complaint to the Information Commissioner's Office either by:

- Phone: 0303 123 1113
- Website: [ICO Complaints](#)

### **Ownership and approval**

Owner	Data Protection and Information Governance team
Approved by	Associate Director Governance, Compliance and Risk
Date of approval	30 January 2025