

# Hereford College of Arts

## Data Protection Act 1998

Under the Data Protection Act 1998 the College has a legal obligation to ensure that all the information held and processed about you complies with the principles of the Act. Your personal data will be treated in confidence and will not be disclosed to any third parties except where:

- You have given your consent
- The disclosure is in the legitimate interests of the College
- There is a legal requirement or duty to the public, or where we may need to protect our interests and those of our students.

## Disclosing Sensitive Personal Data

In accordance with Principle 1 of the Data Protection Act, sensitive personal data should not be disclosed to third parties unless one of the following conditions has been met:

- You have given explicit consent (ideally written)
- The College has a statutory obligation (e.g. equal opportunities monitoring)
- Disclosure is in your vital interests (e.g. information relating to a medical condition)

## Student Collection Notice - Higher Education Statistics Agency

The College will send some of the information we hold about you to the Higher Education Statistics Agency (HESA). This forms your HESA record, which contains details of your ethnic group and any disabilities you have. HESA will pass your record, or parts of it, to any of the following organisations that need it to carry out their statutory functions connected with higher education.

- Department for Innovation, Business and Skills (DBIS)
- Welsh Assembly Government (WAG)
- Scottish Executive (SE) [Scottish Government (SG)]
- Department for Employment and Learning, Northern Ireland (DEL(NI))
- Higher Education Funding Council for England (HEFCE)
- Higher Education Funding Council for Wales (HEFCW)
- Scottish Further and Higher Education Funding Council (SFC)
- Training and Development Agency for Schools (TDA)
- Research Councils (RCs)

HESA and the other organisations listed above will use the information mainly to produce statistics. This may result in information being published and released to other approved users, including academic researchers and commercial organisations. Your record will not be used in a way that could affect you personally and the organisation will take precautions to reduce the risk of you being identified from the information once it is published and released.

While you are a student, HESA will need to keep your contact details. These do not form part of your HESA record, so HESA and the other organisations listed above cannot use this record to contact you.

Your contact details may be passed to survey contractors to carry out the National Students Survey and surveys of student finances, on behalf of the education organisations listed above. These organisations and their contractors will use your details only for that purpose, and will then delete them.

Under the Data Protection Act 1998 you have the right to a copy of the data held about you by HESA, for a small fee. If you have any concerns about, or objections to, the use of data for these purposes, please contact HESA at [www.hesa.ac.uk](http://www.hesa.ac.uk) or by writing to HESA, 95 Promenade, Cheltenham, GL50 1HZ

## Student Collection Notice – Hereford College of Arts

Information held by the College about you, i.e. your student record, will be used both within the College for financial and management purposes and to provide internal and external statistical information. Information will also be passed to the Learning and Skills Council, the Department for Children, Schools and Families, the Department for Innovation, Business and Skills, Connexions, Local Authorities, HESA, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners and other bodies where it is required to enable them to carry out their statutory functions.

Where information is used for statistical purposes it will be used in anonymised form and precautions are taken to minimise the risk that you will be identified from the data.

The College also collects 'emergency contact details' as they play a vital part in ensuring a student's health and safety. You should inform the College immediately if these details require amendment. Please advise your named contact that you have disclosed their details to the College for this purpose.

The College will collect information about disability status, learning difficulties and health problems at the application stage to ensure that as full a range of services as possible are available and to ensure health and safety procedures are complied with. This information will also be passed to the Learning Support Department and any relevant staff for health and safety purposes.

Where there is a need to disclose disability data to external organisations, your prior consent will be obtained for each disclosure and you will be informed of the nature of the information to be disclosed, the intended recipient and the purpose of disclosure.

Information from applications for Learner Support Funds and other discretionary funding held by the College may be used for statistical purposes. Precautions are taken to minimise the risk that you will be able to be identified from the data.

The College reserves the right to provide personal data to lawyers and other recognised collection agencies should monies owing to the College not be paid in full.

Examination results will be posted locally i.e. on College notice boards and published in the newspaper. They will include your name unless you notify the MIS Officer (Exams) in writing of your objection.

Student work may be exhibited in the College foyer, studios, externally and also on the College website/prospectus. They will include student names unless you notify the Registrar in writing of your objection.

Student photographs will be taken at enrolment and the image will be stored within your student file on the student database. The image may be used for a variety of reasons including; health & safety, general identification and for exam purposes. In addition, the image may be sent to Herefordshire Local Education Authority should you require a train/bus pass.

Please note that it is College policy, for Further Education students, to contact your parents/guardians regarding your progress and/or attendance where relevant and also to send details of College events that may be of interest to them.

### **Retention of Records**

Records whether computerised or manual will be held by the College for such a period of time to enable the College to comply with statutory requirements.

### **College Statement**

The College is registered as a data user with the Office of the Information Commissioner. The College's Data Controller is Mr Tim Williams (Finance Director), to whom enquiries should be addressed.

The College processes student data for a variety of purposes including:

- The maintenance of student records, both personal and academic.
- Management of academic processes, examination entry, awarding body registration, academic audits, access to computer facilities.
- The arrangement of student accommodation as undertaken by the Accommodation Office.
- Alumni operations.
- Student support, the provision of financial and counselling advice, disability services and the Connexions Service.

The College through Finance, Registry and Academic Administration discloses student information to a range of recipients. The main recipients are listed below:

- Employees of the College and their agents, where information is required in the performance of their duties.
- Students' sponsors, third parties with whom students have a contract e.g. Local Education Authorities, Student Loan Company.
- Central Government Departments, HESA, Council Tax Officers.
- Current or potential employers of our students.
- Current or potential providers of education to our students.

Please note that the College does not need to seek the consent of the student for data processing that is within the legitimate interests of the College, your consent to disclosure will be made as defined within the Principles of the Data Protection Act 1998. The College undertakes to retain student data in secure conditions and to process and disclose data within the terms of the above guidelines.

In certain instances we are reliant upon you for much of the data that we hold and you should inform Registry immediately of any change to your address or other personal details.

### **Your Right**

Under the Data Protection Act 1998 you have a right to a copy of the current personal information held on you by the College and a right to object to data processing that causes damage and distress. For further information please contact the Data Controller.

