

## **Chapter 7 Student personal data: capture, retention and disposal**

### **1 Introduction**

The University is committed to ensuring that the personal information of all students is handled in accordance with the principles of the Data Protection Act 1998. Students' personal data is held for the purposes set out in full in the University's notification to the Information Commissioner's Register of Data Controllers. By registering with the University, a student consents to their data being processed for those purposes which include:

- Maintenance of a student's record (including personal and academic information)
- Management of academic processes (including teaching, assessment and the conferment of awards)
- Provision of support
- Management of University owned and sourced halls of residence
- Management of disciplinary processes.

### **2 Disclosure of examination and assessment results to students**

This section sets out the agreed policy on the disclosure of examination and assessment results to students. The Code of Practice below satisfies the legal requirements for the disclosure of information under the Data Protection Act 1998.

- 2.1 The University treats examination and assessment results with strict confidentiality. Results are communicated to students on an individual basis.
- 2.2 The University will confirm to each student the results which s/he has been awarded in respect of each individual assessment.
- 2.3 The assessment and grading of student performance, and decisions about intermediate and final awards, are the responsibility of the relevant Assessment Boards.
- 2.4 The results awarded to students for each individual assessment will be determined in accordance with the University and subject regulations.
- 2.5 As soon as possible after Assessment Board meetings, candidates will be informed of the final results which they have achieved in individual assessments.
- 2.6 The notification of examination results to students does not imply any element of negotiability regarding those results, nor is it related to the formal procedures which exist for the review of Assessment Board decisions. Staff must not discuss with students the proceedings of Assessment Boards.
- 2.7 Except for data determined and stored from previous Assessment Board meetings, no final examination or assessment results should be subject to automated data storage. No 'new' final examination or assessment results should be placed on a machine automated file prior to 40 days before the date on which an Assessment Board is to consider such assessment.

- 2.8 By making final stage results available to candidates under the standard procedures set out above, the University would expect to minimise requests on other occasions for access to machine-stored data. Adherence to the directions in paragraph 2.7 above will mean that information available to individuals through such applications will only be that which has been formally considered and presented to an Assessment Board.
- 2.9 Applications by data subjects for access to machine-stored data otherwise than under the standard procedures set out in paragraphs 2.1-1.5 above will be dealt with as they arise. A fee will be charged to applicants for information provided, which will be in writing. A person may only apply for access to his or her own examination data. Applications must be made in writing to the Director of Student & Academic Services, signed by the applicant and accompanied by the appropriate fee. The Director will keep a record of such applications.

### **3 Disclosure of information about students**

- 3.1 The disclosure of any personal information about students is subject to the requirements of the Data Protection Act 1998 where applicable.
- 3.2 All requests from outside the University for disclosure of information about current or former students should be considered in the light of the following guidance. In considering such requests, members of the University should observe the general principle that information relating to an identifiable individual must not be disclosed without the consent of the individual concerned.

Requests for information about individuals must be made in accordance with the Data Protection Act and addressed to the University's Information Governance Manager.

Requests for information made in accordance with the Freedom of Information Act must be addressed to the University's Information Governance Manager.

The University will disclose certain information, including details of attendance and academic progress, to the sponsor(s) of a student where such disclosure is a specific condition of the sponsorship. The University will disclose information of a specified kind, upon verification of identity, to a representative who has been named by a student to act on their behalf.

The University may undertake to make reasonable attempts to pass on information from a third party to a student.

The University will not accede to requests for personal data about groups or categories of students where individual students might be identified unless it is able to secure the consent of each individual student concerned.

- 3.3 Students who have successfully completed their programmes of study are usually eligible to attend graduation ceremonies or similar public events. Graduation brochures, and other material associated with such events, may contain lists of students who have achieved degrees and other academic awards.
- 3.4 In cases of any doubt, advice should be obtained from the University's Information Governance Manager.

#### **4 Policy on image capture**

- 4.1 The Data Protection Act 1998 (“the Act”) regulates the use of all personal information, including physical or physiological characteristics. This means that photographs of individuals where the individual can be identified fall within the scope of the Act and are therefore subject to data protection principles.
- 4.2 From time to time the University may arrange for photographs (including video photography) to be taken which may include individual subjects or groups of individuals depending on the particular circumstances.
- 4.3 The photographs taken by the University may be used for promotional, marketing, training, teaching or assessment purposes. These may include (but are not limited to) the production of printed materials such as the University prospectus, brochures, the posting of photographs on the University’s website or the use of video photography in television advertising.
- 4.4 In order to comply with the Act, the University requires the consent of all students to use their image. By enrolling with the University and agreeing to be bound by these General Regulations and Procedures Affecting Students, a student agrees to their image being captured for the purposes stated in 4.3 above. Any student who has objections to their image being captured should inform the University’s Information Governance Manager.

#### **5 Retention and disposal of student records**

- 5.1 All records kept by the University are held in accordance with the Records Retention Policy held by the Information Governance Officer and available on the University website. Most records with regard to students are retained for a minimum of six years after graduation, termination or withdrawal from the University. Records may be kept longer than this minimum if there is a legitimate and reasonable business need for the University to keep such records.
- 5.2 If, after six years, a student’s record is destroyed, the individual student’s final transcript and assessment board minutes will be retained to enable the University to verify a student’s achievements.