

# Privacy Notice for International Students

## Privacy Statement

The General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (and, where applicable, EU GDPR) governs the way that organisations use personal data. Personal data is information relating to an identifiable living individual.

Transparency is a key element of GDPR, and this Privacy Notice is designed to inform you:

- how and why the University uses your personal data,
- what your rights are under GDPR, and
- how to contact us so that you can exercise those rights.

We keep our privacy policy under regular review. Any changes we make to our policy in the future will be posted on this page and, where appropriate, notified to you by email or post.

Please check back frequently to see any updates or changes to our privacy policy.

## Data protection principles

- We will comply with data protection law and principles, which means that your data will be:
- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

**This Privacy Notice relates to students recruited from outside the UK who apply for and/or enroll at the University of Suffolk for study on the Ipswich Campus.**

## Who are we

The University of Suffolk recruits students for study at the University locally, nationally and internationally. If you have submitted or are intending to submit your application this privacy notice outlines the way in which we collect, process, store and delete your personal data including application through a third party.

The University of Suffolk is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. To this end the University uses third party processors/sub processors to fulfil some of its functions. These processors are contractually obliged to comply with terms laid out by the University and in line with GDPR.

## Our Lawful basis for using the data is/are:

- Necessary for the performance of a contract
- Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

## Why are we processing your personal data

It is necessary for the University to process your personal data for the following purposes:

- Recruitment, application, admissions and enrolment purposes and to provide you with information about these and other support services.
- Making and keeping student records on central systems, maintaining your student record and managing academic processes.
- Education, assessment and training purposes, including providing you with technology/access to assist you to undertake and manage your studies, and assessment to record your learning e.g. Brightspace
- Support purposes, including the provision of advice and support, professional academic services, welfare and pastoral services, academic support, health services, attendance monitoring, careers guidance where you need to choose to access these services.
- Undertaking enquiries and investigations in relation to complaints, conduct, fitness to study, academic appeals and any other enquiries and investigations in like with University policies and compliance.
- Managing University services including (but not limited to) IT/Digital, library and events.
- Administering financial matters. This includes your liability for fees including student finance.
- Identification checking processes to ensure compliance and that you meet requirements to study with us

- Communication purposes related University matters including email, text messages, and other electronic communications
- Providing reports to regulatory education sector bodies such as (but not limited to) Office for Student (OfS) and Quality Assurance Agency for Higher Education (QAA)
- Providing reports to other Government agencies such as Department for Work and Pensions, UK Visas and Immigration regarding your study
- For the purposes of ensuring that our University community remains safe and inclusive including the management of behavioral and disciplinary issues
- Research including monitoring quality and performance
- Contacting your emergency contacts (in strictly controlled circumstances)
- Conferral of awards
- To compile statistics and conduct research for statutory reporting purposes;
- To fulfil and monitor our legal responsibilities, for example, under equalities, immigration and public safety legislation;
- To comply with any relevant statutory obligations.
- If you have disclosed on your application that you have a disability, our Student Support team will contact you to let you know how you can access the Learning Support, Disability and Mental Health services. You will be provided with further details about how your data will be used for this purpose at the relevant time.
- We also use the information you provide to compile statistics and conduct research in relation to enquirers, applicants and students for the purpose of planning, reviewing, managing and developing the University's business, (but not to make any decisions about you).

Under the General Data Protection Regulation (GDPR) our processing is necessary for the performance of your student contract and for the legitimate interests of the University.

### **How your data is collected**

- Your data is collected through applications you make directly to the University or through applications you make through a third party or agent. Please check with your application agent regarding their Data protocols.
- Some data is provided to us through third parties such as HESA, SLC.

### **The data we hold about you and how it is used**

Upon application we create a record in your name. To that record we add data that you (or your agent) give us when applying, enrolling or registering with the University of Suffolk and throughout your studies. You may provide us with “special category” data including your racial or ethnic origin, religious beliefs, physical or mental health or sexual orientation. This data record includes communications between you and the University for the purposes listed above.

Staff access to your personal data held by the University will be restricted to those individuals whose roles require use of such data for any of the purposes listed above.

The University may disclose certain personal data to external bodies. At all times the amount of information disclosed and the manner in which it is disclosed will be in accordance with the provisions and obligations of UK data protection law.

### **Who we share your data with**

In some circumstances we need to share personal and/or special category data with external bodies/third party organisations for specific purposes. This can be as part of our statutory functions as required by law or to undertake the purposes listed above.

### **How your data is stored internally**

Your student record is stored securely on the University’s student record system.

We do not generally transfer your data outside of the UK. Data are retained primarily within our own student record and student file systems, but may be held elsewhere on our network, including within the email system, and on paper within our faculties and departments.

If we have to transfer any of your personal data outside the EEA we ensure the receiving country or organisation is deemed to have adequate data protection provision.

### **How long is the data kept for?**

We keep your full student record for current + 7 years and then a limited amount of data as part of a permanent record of you being a student for archival purposes – this will be for up to fifteen years after your course ends – and is used as evidence of your qualification by your future employers.

## Data Subject Rights including withdrawing consent

One of the aims of the General Data Protection Regulation (GDPR) is to empower individuals and give them control over their personal data.

The GDPR gives you the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All personal data will be processed in accordance with the Data Protection Act 2018 and General Data Protection Regulation. If you have any queries or concerns about the use of your personal data, please contact the University Data Protection team using the details below

[datagovernance@uos.ac.uk](mailto:datagovernance@uos.ac.uk)

or

Data Governance Team

Fifth Floor

Waterfront Building

University of Suffolk

Neptune Quay

Ipswich Suffolk

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