



DATA PROTECTION STATEMENT FOR STUDENTS 2024-25

The University processes data about you for a variety of purposes, involving all aspects of the administration of your education, associated financial matters, use of University facilities and for the purpose of equal opportunities monitoring.

The University will use your contact details to keep you informed of events relevant to your studies and in emergencies, e.g. building closures. **It is not possible to list all of the uses to which the University will put your personal data or to list all of the bodies with which it might have to share your personal data.**

Below are examples of instances when the University may share your information with other departments within the institution. Additionally, there are examples of when the University might release data about you to third parties, either due to a legitimate reason related to your time here or because the University is under a legal requirement to do so.

This statement should be read in association with the [Student Regulations Framework](#) and the following University policies:

[Closed Circuit Television \(CCTV\) Policy](#)

[Cookies and Privacy](#)

[Data Protection Policy](#)

[Safeguarding Policy](#)

[Social Media Policy](#)

[Trusted Supporter Communication Protocol](#)

The Students' Union

The University will share your contact details, student number, course and study details with the Marjon Student Union (MSU) in order to help the MSU to communicate effectively with you.

Collaborative Partners

The University may share relevant data with our collaborative partners if you are studying on one of the University's collaborative programmes. In addition, the partner may process data about you under its own procedures and inform you of the applicable arrangements.

Student Surveys

The University will process anonymised data received from you in response to student surveys and other feedback mechanisms.

Student Casework

The University will process anonymised data in relation to student casework procedures (complaints: appeals: misconduct, including academic misconduct: and fitness to practice), including anonymised summaries of specific cases, so that the University's senior decision-making bodies (Board of Governors, Senate, Executive Leadership Team) can identify trends and consider measures to enhance the student experience.

In accordance with Section 15 of the Student Regulations Framework (Student Misconduct Procedure), the University will normally inform a reporting student of the outcome of misconduct proceedings, subject to the University's data sharing and risk assessment process.

Please also refer to the 'Potential employers, employment agencies and other educational establishments' section of this statement.

Prevention or detection of a crime

The University will provide data on request to the police and other enforcement agencies in emergencies and where crime detection or prevention can be aided by its release. The University has an agreement with Plymouth City Council and will disclose relevant information regarding students at the University for the purpose of detection and prevention of crime, disorder, nuisance and anti-social behaviour issues.

Government Education Departments

The University is required to pass some data to government education departments, the Quality Assurance Agency (QAA), and to representatives of these bodies such as auditors.

Office for Students

The University may be required to provide data to the Office for Students (OfS) or to other bodies acting on behalf of the OfS. One such example would be where the University is required to provide student contact details for the National Student Survey. Students are required to provide details of their highest qualifications on entry to the University and this information is recorded on the University's student database. The University and others (e.g. OfS) may check this information with the Higher Education Statistics Agency (HESA) or other institutions to confirm the qualifications obtained.

Higher Education Statistics Agency

Data may be released to third parties in relation to financial matters associated with your education. The University is required to pass data about you to HESA and some of this data will be passed to other statutory bodies involved with the funding of

education. Further information on how your Student Record may be used by HESA can be found at www.hesa.ac.uk/collection-notice.

Local Authorities

The University provides confirmation of student status to Council Tax offices for the purpose of confirming eligibility for council tax exemption. It may also share student details with Plymouth City Council's Electoral Registration Office so that students can take part in elections.

Turnitin

The University uses the TurnitinUK© anti-plagiarism software that could involve some personal data being released to other HE institutions for comparison purposes.

Retention

Data is extracted on a regular basis from system event logs of digital and electronic resources within the University used by students, to assess the level of student engagement. The University may also use the data it collects to comply with its reporting obligations to external agencies.

Sponsors, professional bodies, loan providers and debt recovery

Where students are enrolled on courses which are accredited by professional bodies, some identifying data may be passed to the appropriate professional body in order for students to be registered with that professional body. Where students are sponsored by, for example, their employer or embassy or the NHS, the University will provide details of attendance and attainment to the sponsor on request.

Personal information may be disclosed to third parties attempting to recover debt on behalf of the University where internal procedures have failed. Data will be provided to the Student Loans Company.

In accordance with Section 14 (Academic Integrity Procedure) and Section 15 (Student Misconduct Procedure) of the [Student Regulations Framework](#), the University may inform the Independent Safeguarding Agency or any other Professional, Statutory or Regulatory Body of the outcome of Stage 3 misconduct proceedings, where applicable.

Placements

Necessary personal details, including the results of Disclosure and Barring Service checks, will be passed to placement providers for the purpose of allocating and administering the placement and for educational and assessment purposes. This could include sharing necessary personal details with placement providers through a placement software platform.

Annual Safeguarding Declaration

To meet DfE and Ofsted requirements, all Initial Teacher Training (ITT) students are required to complete an annual safeguarding declaration. This data is held by the University for a period of seven years after the completion date of the programme of study.

Student Wellbeing and Support

The University's Student Wellbeing and Support (SWS) team keeps records of significant interactions with students. These are held confidentially within SWS in line with the University's record retention policy. Personal information held within SWS about a student may be shared within the department for the purpose of coordinating support for students.

In line with the University's [Trusted Supporter Communication Protocol](#), appropriate information may be shared with relevant people within the University, subject to the University's data sharing and risk assessment process, in order to support students to be successful in their studies; for instance, to put in reasonable adjustments to support them.

The instances in which it is appropriate to share information about a student without their consent, in line with data protection legislation, are specific in nature. Where it is deemed necessary in an urgent or emergency situation (including to help prevent loss of life or serious physical, emotional or mental harm) would be considered such an instance. Disclosure must be limited and restricted to those who would need to know in order to mitigate any risk to the student or others. Further information can be found within Appendix 1 of the University's [Safeguarding Policy](#): Information sharing without consent (Adults at Risk).

Potential employers, employment agencies and other educational establishments

The University will normally provide academic references without your prior consent, providing the request is in writing from a bona fide employer or agency. The information disclosed will usually comprise attendance and award details.

The University handles reference requests from employers based on their professional standards. If a reference request comes from a health or education provider, recent or ongoing disciplinary actions, or referrals to the Disclosure and Barring Service (DBS), may be disclosed to the employer if requested. Disciplinary action does not refer to an allegation being made against you, or to misconduct proceedings being opened (as this is not disciplinary action), but to being found to have had a case to answer under the Student Misconduct Procedure, i.e. it was determined that the misconduct occurred on the 'balance of probabilities'. Information provided should be relevant, limited, factual, and justifiable in all cases.

You will have the right to see a copy of any such reference on request. If you would prefer to grant consent each time a reference is sought, please e-mail dpandfoi@marjon.ac.uk: however, in the event of any such arrangement the University will not be able to provide references if you fail to inform it of any changes to your contact details.

Research

The University may use anonymised student data in the course of its research activities. Such data may include:

- Academic records and study;
- Demographic data;
- Sensitive data (for which the University has obtained consent to use);
- Engagement data, such as interactions with virtual or online platforms or training pages;
- Usage data related to University services and facilities;
- Other interactive content generated, i.e. through diagnostic tests, student survey responses and research activities (subject to ethics panel opinion where applicable);
- Attendance and participation data;
- Assessment outcomes, including grades and feedback;
- Data derived by the University from other data, such as indicators of a student's inclusion in a widening participation category.

Consent will always be sought whenever it might be possible to identify a student as an individual data subject. When processing of identifiable student data is necessary for research purposes, the University will ensure it has an appropriate legal basis for such processing in accordance with data protection laws. This may include seeking consent where appropriate, or relying on other lawful bases such as legitimate interests or public interest, subject to ethical review and implementation of appropriate safeguards.

Alumni

The University will also use your contact details to keep you informed of initiatives relating to your time at the University, e.g. careers services or postgraduate studies, as well as to provide details of the Alumni Association. If you do not wish to receive these communications (emails or text messages) please e-mail dpandfoi@marjon.ac.uk.

Parents, guardians and friends

The University will not release data to any unauthorised third person except where you ask it to, or the information has to be released by law. If you wish the University to provide data in these circumstances, you must provide written consent to release the data. Other than in exceptional circumstances which severely impact on your health and well-being, the University will not disclose personal information to any third person. This includes parents, guardians or other relatives, partners, friends and colleagues. The University will keep a record of your preferred emergency contact/s with this purpose in mind. Please refer to the University's [Trusted Supporter Communication Protocol](#).

Your responsibilities

You need to ensure that the personal information provided to the University is accurate and up to date. Under the Data Protection Act 2018 you can request a copy of the data the University holds about you. Information on how to access this data can be found at <https://www.marjon.ac.uk/about-marjon/data-protection/data-subject-access-requests/>.

If you require any further information, please e-mail dpandfoi@marjon.ac.uk.

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