



**Manchester
Metropolitan
University**

Student Regulations and Procedures

Academic Division

2007/2008

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Data Protection

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www.mmu.ac.uk/academic/student_regulations.php

IMPORTANT NOTICE TO ALL STUDENTS

All students should access their University e-mail account on a regular basis, as this will be used to mail them important information regarding their course, tuition fees, award ceremonies and other matters

DATA PROTECTION

Introduction

The University needs to collect and use data (information) about its students for a variety of purposes. In collecting and using data the University must comply with the requirements of the Data Protection Act 1998 (the Act) which govern the processing of personal data. Under these requirements, the information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully, and the Data Protection Principles must be followed. In summary, these principles state that personal data shall:

- be processed fairly and lawfully and shall not be processed unless certain conditions are met;
- be obtained only for specified and lawful purposes and shall not be processed in any manner incompatible with those purposes;
- be adequate, relevant and not excessive for those purposes;
- be accurate and kept up to date;
- not be kept for longer than is necessary for those purposes;
- be processed in accordance with the data subject's rights under the Act;
- be kept safe from unauthorised access, accidental loss or destruction;.
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

The University and all its staff, students, or others who process or use any personal information must ensure that they follow these principles at all times.

University as Data Controller

In accordance with the requirements of the Act, the Manchester Metropolitan University is registered as a data controller with the Office of the Information Commissioner. The University's Data Protection Officer is the University Secretary.

The University maintains data in secure conditions and processes and discloses data only within the terms of its notification to the Information Commissioner. The following details under **Purposes** and **Disclosure of Information** indicate the nature of this notification, but are not exhaustive.

Any student wishing to make specific enquiries about student-related data should in the first instance contact the Faculty Secretary of the Faculty in which the student's course is based.

Purposes

The University collects and uses data about its students for the following purposes:

- central and departmental administration (includes personal and academic details) and management of academic processes (eg academic quality audits,

- examination boards and awarding of degrees)
- management of halls of residence
- provision of advice and support to students (through the Student Registry (Hardship Funds and Student Loans), the Counselling Service and the Careers Service)
- collection of fees
- administration and provision of student registration cards
- seeking improvements in health and safety
- CCTV monitoring of University campuses
- recording of ethnic origin and disability. This information is requested on a voluntary basis and is used by the University to evaluate the operation of its equal opportunities policy. This information is also requested by the Higher Education Statistics Agency, to ensure that provision and support reflects the multi-cultural community.
- promotion of University courses
- tracking student careers following graduation, to establish the adequacy and relevance of courses in preparing students for post-University life
- promotion and administration of alumni schemes

Disclosure of Information

The University discloses information about its students to the following:

- relevant government departments and other bodies to whom we have a statutory obligation to release information, including:
 - HE/FE Funding Councils
 - Higher Education Statistics Agency (an explanatory leaflet is available from Faculty Offices)
 - Quality Assurance Agency
 - Student Loans Company
 - Local Education Authorities
 - Local Authority Council Tax Offices
- Manchester Metropolitan Students' Union
- libraries of the educational institutions participating in the Consortium of Academic Libraries in Manchester
- current or potential employers of our students
- current or potential providers of education to our students
- students' former schools/colleges, for University marketing purposes
- external agents employed by and/or external organisations utilised or contracted by the University in the conduct of its business

Disclosures to persons or institutions not listed above will be made only with the student's permission unless exceptional circumstances apply, as provided by law.

Accuracy of Data

The University relies on its students for the accuracy of the data it holds. Students should ensure that the University's records are kept up-to-date by notifying their Departmental Office of any alterations to their address or personal details as provided

on their enrolment form.

Right of Access to Information

Students have a right to a copy of the personal information the University holds about them in computer systems and in manual filing systems. Any student wishing to exercise this right should obtain a copy of the University's *Access to Information* form. The form is available from Faculty Offices and the Secretary's Department.

The University makes a charge of £10 on each occasion access is requested.

The University aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the data subject making the request.

Right to object to Data Processing

Students have a right to object to data processing that causes them damage or distress. Any student who wishes to register an objection must do so in writing, by letter addressed to the University Secretary.

Examination Results

Students are entitled to information about their marks for both coursework and examinations. However, this may take longer than other information to provide.

The University publishes students' results in its award ceremony programmes and may also do so through other means. Students who do not wish their results to be published must notify the Registrar stating their reasons in writing by no later than seven days before they complete their last examination or assessment. The Registrar (or his/her nominee) will consider the reasons and, where it is felt that publication of the results is likely to cause substantial damage or substantial distress and that this would be unwarranted, publication will be withheld. **Note: Examination results identifying students only by their ID number may be posted on departmental and other notice boards.**

Retention of Data

The University keeps some forms of information for longer than others. Because of storage problems, detailed information is not kept indefinitely. However, the following information about students is retained:

- name and address
- dates of attendance
- final academic award gained.

Examination scripts are retained for a period of not less than 12 months following the examination to which they refer.

All other information, including any information about health, race or disciplinary matters will normally be destroyed within five years of a student leaving the University.

Student Processing of Data

Students who use the University's computer facilities may, from time to time, process personal data. If they do they must notify their tutor, who will pursue any necessary enquiries with the data controller. Any student who requires further clarification about this should contact their Faculty Secretary.

Photographs of students may be posted on notice boards in University offices to assist with student-related administration. If you do not wish your photograph to appear in your Departmental Office, you must notify your Head of Department stating your reasons in writing.

Examination pass lists and degree classifications are published on notice boards within the University and in awards ceremony programmes. If you do not wish your results to be published in this way, you must notify the Registrar stating your reasons in writing by no later than seven days before you complete your last examination or assessment. The Registrar (or his/her nominee) will consider your reasons and, where it is felt that publication of your results is likely to cause substantial damage or substantial distress and that this would be unwarranted, publication will be withheld.

Students who supply a mobile telephone number may be contacted by the University via text message with information relating to their course or study. Text messaging may also be used to inform students of last minute timetable changes, including those for examinations. Students not wishing to receive text messages should inform their Head of Department.

Compliance

Compliance with the Act is the responsibility of all members of the University. Any deliberate breach may lead to disciplinary action being taken, or access to the University's facilities being withdrawn, or even a criminal prosecution. Any questions or concerns about the interpretation or operation of the Act should in the first instance be taken up with your Faculty Registrar.

<p>We rely on you for the accuracy of much of the data we hold. You can help us to keep your records up to date by notifying your Departmental Office of any alterations to your address or personal details as provided on your enrolment form.</p>
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