

Student Privacy Note

The University needs to collect and process personal data in order to provide services to students, manage its operations effectively and meet certain legal requirements.

Purpose of this Notice

This Notice explains how we collect and use your personal data.

The Manchester Metropolitan University is the Data Controller for personal data we process about you. The University is registered as a Data Controller with the Information Commissioner's Office and manages personal data in accordance with the [University's Data Protection Policy](#).

Throughout this Notice, "University", "we", "our" and "us" refers to the Manchester Metropolitan University and "you" and "your" refers to those expressing an interest in becoming a student at the University both prior to and at formal application stage", together with those who later become a registered student at the University. It will also cover information that we must keep after you have left us.

Changes to this Notice

This notice was last updated on 30 July 2018.

Any updates will be accessible here:

http://www.mmu.ac.uk/policy/pdf/policy_ref_dpanoticetostudents.pdf

Anything you are not clear about

If there is anything you are unclear about please contact our Data Protection Officer, who can answer any queries you may have concerning this Notice or the way in which we process your personal data. Our Data Protection Officer's contact details can be found at the end of this Notice.

Where does the University get your personal data from?

We obtain or receive personal data about you from the following sources:

- From when you provide your contact details for open day activities or to request further information from us, make an application or enrol as a student; and
- From third party sources (such as UCAS, other institutions involved in the delivery of joint programmes, Government Departments such as the Home Office or the Student Loans Company, or other individuals such as students). Where we obtain personal data from third party sources, we will

look to ensure that the third party has lawful authority to provide us with your personal data.

- From you when you disclose personal data during the course of your studies or when accessing our services or resources (e.g. careers advice, counselling, financial support)

Categories of Personal Data Being Processed

The University collects and processes a broad range of personal data about you in order to deliver our services to you as a student, manage our operations effectively and meet certain legal requirements. Examples of this personal data will include your name, staff ID number, application information, attendance, assessment marks, address for correspondence and date of birth.

Personal data may also contain “sensitive personal data”. "Sensitive Personal Data" means information about your Special Category Data (as defined below) and information about the commission or alleged commission by you of any criminal offence or any proceedings for any offence committed or alleged to have been committed by you, the disposal of such proceedings or the sentence of any court in such proceedings.

‘Special Category Data’ means any Personal Data about your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and their genetic or biometric data.

When you register to enrol with us, you have the option not to provide certain types of “sensitive personal data”.

The purposes for which we process your personal data and the legal basis for that processing

The University collects and processes a broad range of personal data about you in order to deliver our services to you as a student, manage our operations and maintain our records effectively, and meet certain legal requirements. Examples of such services include our residential services, student support services, lecture capture recording, attendance monitoring and Library and sports facilities.

In addition to the above, we set out in **Table 1** of this Notice the other purposes for which we will process your personal data, together with the legal basis for doing so and the categories of third parties with whom we share your personal data with.

Retention of Your Personal Data

The University retains your personal data in accordance with the University’s Retention and Disposal Schedule: <http://www.mmu.ac.uk/records-management/retention-and-disposal-schedule.php>

Some types of personal data are retained long after your studies have ended, for example, so that we can verify your award if you apply for a job or further study. Other types of data, particularly if sensitive, may only be retained for a short time.

Unwanted Communication

We will from time to time communicate with you by email, post, telephone and text.

If at any stage you are concerned about the content of these communications, e.g. unwanted marketing information, then:

- please follow any available unsubscribes links or instructions in the communications; or
- contact our Data Protection Officer.

Transfers to third party countries

We may share your personal data with organisations within and outside of the European Union. Where we share your personal data with countries outside of the European Union we will ensure that there are appropriate safeguards in place to protect your personal data.

Your Rights As a Data Subject

We thought it would be helpful to set out your rights as a data subject below. You have the right to:

- Access your personal data that we process;
- To rectify inaccuracies in personal data that we hold about you;
- To be forgotten, that is your details to be removed from systems that we use to process your personal data
- To restrict the processing of your personal data in certain ways
- To obtain a copy of your personal data in a commonly used electronic form (data portability)
- To object to certain processing of your personal data by us
- To request that we stop sending you direct marketing communications.
- To request human intervention where automated decisions (including profiling) have legal or similarly significant effects

If you wish to exercise any of the above rights please contact the University's Data Protection Officer via: legal@mmu.ac.uk

Concerns and Contact Details

If you have any concerns with regard to the way your personal data is being processed or have a query about this Notice, please contact our Data Protection Officer via: legal@mmu.ac.uk

Our postal address is the Manchester Metropolitan University, All Saints, Oxford Road, Manchester, M15 6BH.

Our data controller registration number provided by the Information Commissioner's Office is Z5710637 and our registration can be viewed on the ICO's website here: <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

You have a right to complain to the ICO about the way in which we process your personal data. Please see: <https://ico.org.uk/concerns/handling/>

TABLE 1 Students Privacy Notice

No	Specific Purposes	Legal Basis
1.	Management of enquiries with prospective students and communication of information about our services, events and activities	Consent to receive such communications
2.	Correspondence with offer holders regarding the next steps in the application and enrolment processes	Necessary for the purpose of entering into a contract of study with students
3.	Processing of applications for study and enrolment as a student which can include the processing of criminal convictions data and DBS checks	Necessary for the performance of a task in the public interest, namely the provision of higher education
4.	Administration of induction events, registration of students on courses and transfers to new courses	Necessary for the performance of a task in the public interest, namely the provision of higher education
5.	Evaluation of academic assessments and other course work	Necessary for the performance of a task in the public interest, namely the provision of higher education
6.	The provision of University accommodation. This processing may include processing personal data you disclose regarding health condition or disabilities relevant to your accommodation.	Necessary for the performance of the University's contract with its students or explicit consent to the extent that any sensitive personal data is obtained
7.	To offer and provide additional support services such as careers advice, counselling services, financial advice and access to sporting activities.	Access to these services are optional and thereby consent is relied upon for any processing necessary to deliver the services. The University will obtain explicit consent where sensitive personal data must be obtained to deliver the service.
8.	Processing of safeguarding concerns to ensure the safety and wellbeing of our students	Legitimate purpose of ensuring the safety and wellbeing of our students
9.	Monitoring student attendance at lessons, the submission of assessment and engagement with course material available on Moodle. Further detail	Legitimate purpose of ensuring are students achieve academic success through full engagement with their studies

	about this processing activity is set out in our Student Engagement Policy .	
10.	To offer facilities and services central to your studies such as Library access and computing access	Necessary for the performance of a task in the public interest, namely the provision of higher education.
11.	Granting of academic awards (including the publication of awards, marks and inclusion in pass lists)	Necessary for the performance of a task in the public interest, namely the provision of higher education.
12.	Processing and recovery of University fees, including course and accommodation fees	Necessary for the performance of the University's contract with students
13.	Administration of job applications and employment contracts where the students is employed by the University or through schemes such as 'JobsforStudents'	Necessary for the purposes of entering into an employment contract with students or
14.	To monitor our compliance with equalities legislation	Legitimate purpose of seeking to widen access to higher education, encourage diversity amongst the student body, provide appropriate support and comply with the University's obligations under the Equality Act 2010
15.	Registration as a member of University alumni upon graduation. Your data as an alumni member will be processed in accordance with the University's alumni data protection notice .	Legitimate purpose of maintaining our relationship with graduates
16.	Monitoring of use of IT services in accordance with our Acceptable Use Policy	Legitimate purpose of ensuring network security
17.	Administration of financial awards and prizes such as scholarships, bursaries and grants, including grants and scholarships provided by third parties	Legitimate purpose of administering financial support for students
18.	Administration of financial aid, such as hardship funding and loans	Legitimate purpose of administering financial support for students
19.	Provision of immigration welfare services for international students, including applications for visa extensions	Legitimate purpose of supporting international students
20.	Administration of external and internal student surveys, including collection of feedback on distinct	Consent from students who complete the surveys

	services such as Library services and Careers services. You can read more about the surveys the University administers or facilitates here .	
21.	Administration of complaints, investigations and disciplinary proceedings concerning student misconduct, including investigations into academic misconduct in accordance with the University's procedure for handling academic misconduct	Necessary for performance of task in the public interest, namely higher education provision, (Investigating complaints concerning misconduct is necessary to maintain integrity of University's assessment process, our academic standards, our reputation and the welfare of our students and staff).
22.	Administration of academic appeals issued by students and other complaints brought against the University	Necessary for performance of a task in the public interest, namely higher education provision (necessary to provide an avenue to raise appeals regarding academic assessments and any other grievances)
23.	For research and statistical analysis into Learner Analytics	Legitimate purpose of analysing student data to help make informed decisions which can lead to improved student satisfaction, retention and attainment
24.	Production of statistical returns required by certain third party bodies e.g. the Higher Education Statistics Agency	Necessary for performance of a task in the public interest, namely research and analysis into higher education access and performance
25.	Production of student identification cards and the issue and administration of MetCards used for purchasing goods and services, including monitoring of usage of the MetCard	Legitimate purpose of registering students and providing cards offering benefits
26.	Assessment and provision of support services to students, including the provision of disability support services and study support services.	Legitimate purpose of providing appropriate support to students based on their needs
27.	Administration of the University CCTV system in accordance with the University's CCTV policy .	Legitimate purpose of providing a safe University environment, facilitate prevention and detection of crime and assist with investigation into potential breaches of University regulations and policies
28.	Audio recording of lectures in accordance with our Lecture Capture Policy	Legitimate purpose of providing online access to lecture content to deliver a modern learning experience for our students

Personal Data Released to Third Parties For the Following Purposes		
29.	To UCAS to administer the applications and clearing process	Necessary for the performance of a task in the public interest, namely the provision of higher education
30.	To the Students Union of student details for registration of students as members of the Union and provision of University benefits and services	Legitimate purpose of providing students with automatic access to our University's Students Union and their services
31.	To the Higher Education Statistics Agency, the Higher Education Funding Council and Government Departments such as the Department for Education, for the analysis of student statistics and/or to enable them to carry out their statutory functions as applicable. For more information on the information shared with HESA please refer to HESA's privacy notice (this disclosure may include sensitive personal data about ethnicity, sexual orientation, gender reassignment and religion).	Necessary for the performance of a task in the public interest (statutory functions or responsibilities of Government Departments and public bodies) and for statistical and research purposes in the case of disclosures of sensitive personal data)
32.	To close family or next of kin and emergency services where there is an emergency situation such as illness or serious injury	Processing necessary to protect vital interest of our students or for the legitimate purpose of ensuring the safety and wellbeing of our students
33.	Disclosure of Destination of Leavers' survey results to the Higher Education Statistics Agency. Six months after you graduate the University	Necessary for statistical purposes (HESA's statistical analysis of graduate employment routes)
34.	To other UK based and international educational institutions which the University partners or collaborates with to deliver placements, joint or dual awards or franchised or validated awards	Processing necessary for the performance of our contract with students or legitimate purpose of providing students to exchange opportunities
35.	To the police or other regulatory bodies where pursuant to the investigation or disclosure of a potential crime or national security matters such as Benefits or Tax Inspectors, UK Visas & Immigrations and the Foreign and Commonwealth Office	Processing necessary for the performance of a task in the public interest, namely prevention and detection of crime
36.	To external examiners for the purpose of assessment	Necessary for the performance of a task in the public interest, namely the provision of higher education

37.	To direct mail and marketing and events agencies who may assist the University in the administration of mailing to enquirers, applicants, offer holders, students and our alumni and the booking of events. Examples of such agencies include Gecko Labs, NetNatives, iVent, Belmont Limited, EventBrite, Campaign Monitor, Hotcourse and Alphagraphics.	Processing is necessary for the legitimate purpose of communicating with students and offer holders about benefits, services, activities and events or consent to communicate such information to enquirers and applicants
38.	To professional and industrial bodies (such as the Law Society) wishing to communicate with students about career opportunities and membership of their body and also where relevant to confirm your qualifications and accredit your course	Consent of students or necessary for performance of a contract of study in circumstances where membership of professional body necessary condition of study (e.g. the General Medical Council for medical students)
39.	To external agents of the University in relation to the repayment of student debts, where internal recovery attempts have proved unsuccessful	Legitimate purpose of recovering student debts
40.	To any third party wishing to access a catalogue within the University's library containing reference to student work	Legitimate purpose of providing open access to research and academic works where students have consented to publication of this work or are required to publish under the terms of any funding or sponsorship agreement
41.	To the Home Office and other international and national governmental and regulatory bodies in connection with the assessment of students' immigration status	Necessary for compliance with legal obligations or for the performance of public tasks in the immigration context
42.	To other institutions the University jointly conducts research work with or contracts to conduct research work on behalf of the University	Necessary for scientific research or statistical purposes
43.	To the University's insurers in respect of accidents or incidents occurring with the institution and external auditors and external regulators such as the Health and Safety Executive	Legitimate purpose of managing our insurance claims or reporting such incidents to regulators and auditors. Disclosures of sensitive personal data in this context will be made where explicit consent has been obtained, disclosure is in the substantial public interest or where necessary for establishment, exercise or defence of legal claim.

44.	Disclosures to grant funding bodies to evidence allocation of grant funding payments, including payments of salaries and contact details of students undertaking grant funded work (examples of grant funding organisations will include the Medical Research Council, Erasmus, the European Commission and International Embassies)	Legitimate purpose of administrating grant funds in accordance with funder requirements
45.	Disclosure to Student Loans Company and Student Finance to administer student fees and confirm enrolment on course and payment.	Necessary for performance of a task in the public interest, namely the proper administration of student funding support
46.	Disclosure of apprentices' attendance, conduct and progress data to organisations with which the University works with to deliver our apprenticeship programmes	Legitimate purpose of informing employers of apprentices progress and attendance on employer funded apprenticeship programmes
47.	Disclosure of apprentice [what data] to Employment Skills Funding Agency and the Education Funding Agency. More information about the data shared with the SFA is published in the SFA Privacy Notice .	Necessary for the performance of tasks in the public interest (namely to support the Secretary of State's functions in regards to apprenticeships delivery)
48.	Disclosure of all student data of those students enrolled on the Global Online Managed Programmes to our provider, Pearson Limited, and their appointed subcontractors	Legitimate purpose of engaging third party provider to deliver the Global Online Managed Programmes
49.	To local authorities for council tax assessment purposes or electoral purposes and for processing of care leaver bursaries	Necessary for performance of task in the public interest, namely local authorities' functions of assessing council tax payments, supporting local authority care leavers and managing electoral services
50.	To organisations providing banking and online payment processing services such as Barclays, Web page marketing and Flywire	Legitimate purpose of engaging third parties to process and manage the University's financial transactions
51.	To IT providers delivering externally hosted IT services or products to the University such as Microsoft Office, SIMAC Quadcore Limited, Earcu, CAPITA, Unit 4 and Amazon.	Legitimate purpose of providing students with modern IT solutions and services to support their studies.

52.	To external agencies offering plagiarism checking services such as TurnItIn and other academic institutions to identify instances of collusion in relation to plagiarism misconduct	Necessary for performance of a task in the public interest, namely provision of higher education services (necessary to maintain academic quality standards and integrity)
53.	To the Higher Education Degree DataCheck service which allows employers or statutory bodies and their agents to verify basic degree and enrolment information about you with your consent. You should note University degrees are a matter of public record and the University can disclose details of your qualification without your consent.	Consent