



Queen Margaret University

EDINBURGH

IMPORTANT- DATA PROTECTION INFORMATION

Queen Margaret University is notified as a Data Controller with the Office of the Information Commissioner. The University's Data Protection Officer is Anna Crilly and specific enquiries about student-related data should be directed to acrilly@gmu.ac.uk in the first instance.

The University processes data relating to its students for a variety of purposes. These include:

- Maintenance of the student record (including personal and academic details) and management of academic processes (for example, academic audits, examination boards and awarding of degrees, including the general publication of results).
- The management of University residences and social events.
- Alumni operations, including fundraising.
- The provision of advice and support to students via, amongst others, the Registry and Academic Administration division, External Liaison and Student Services (including the Disability, Counselling and Careers and Employability Services), the Graduate School, personal tutors and the Students' Union.
- Internal research, including monitoring of quality and performance.

The University, via Academic Schools, the Division of Registry and Academic Administration, and other ancillary departments, permits access to employees and agents of the University (on a need-to-know basis only). Student information is disclosed to a variety of third parties or their agents, notably:

- Students' sponsors (including SAAS, LEAs, the Student Loan Company and funding councils).
- Relevant government departments to whom we have a statutory obligation to release information (including the Scottish Funding Council (SFC) and the Higher Education Statistics Agency (HESA). Data submitted to these agencies is processed in accordance with the Data Protection Act 1998. Full details regarding processing of student data by HESA can be found at: <https://www.hesa.ac.uk/about/regulation/data-protection/notices>
- Current or potential employers of our students.
- Current or potential providers of education to our students.
- Council Tax Officers.
- Queen Margaret University Students' Union.
- The Open University through the Back on Course Project which offers impartial information and advice and guidance for students who did not complete their programme. The information provided to the project is students' UCAS Personal ID, full name, date of birth, contact details and course start year.
- The Police on request, in accordance with the detection and prevention of crime.

NB. Disclosures to organisations not listed above will be made in specific legitimate circumstances. Consent from the student will be sought where necessary and, where appropriate, students will be informed of such disclosures unless exceptional circumstances apply.

The University undertakes to maintain student data in secure conditions and to process and disclose data only within the terms of its Data Protection notification. The details above indicate the nature of this notification but are not exhaustive.

Under the Data Protection Act 1998 you have a right to a copy of the current personal information held on you by the university and a right to object to data processing that causes damage and distress. A copy of the University Data Protection policy is available on the University website at <https://www.gmu.ac.uk/footer/foi-and-data-protection/data-protection/>. Please contact the Data Protection Officer in the Division of Governance and Quality Enhancement on the contact details noted above, if you have any specific questions relating to the Data Protection Policy, or for details of procedures relating to your rights as a data subject.

Please note that we are reliant on you for much of the data we hold: help us keep your record up-to-date by notifying us of any alterations to your address, personal details or course enrolments.

August 2017