

## Privacy Notice – Student Enrolment

### Your personal information

The University of Lincoln collects personal information about you when you enrol and during the course of your studies with us. We use this information to provide you with your course and other services. This notice explains more about how we use your personal information.

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### What information we collect about you

We collect information about you when you provide a completed enrolment form and financial details, and through our Virtual Learning Environment (VLE, e.g. Blackboard). During the course of your studies we will also collect information about your attendance and use of the library, your academic progress and services that you may access. Your tutor and other academics will keep a record of their contact with you. We will also keep a note of any changes you tell us about including changes of address.

Keep your details up to date by contacting <mailto:studentrecords@lincoln.ac.uk> with any changes.

Information will be kept on the library system to manage access to the library, and to keep track of the books you have out on loan and any fines owing.

### How we use your information

We collect information about you to: provide your course and other services; process your tuition fees and any other payments; provide appropriate learning support; provide careers advice and employability support. We use attendance at timetabled events and use of the library and virtual learning

environments, to monitor your attendance and engagement. This information is used to facilitate your contract with the University, and any other legal obligation placed on the University. It is also used in the public interest of managing tuition fees and other payments appropriately, and to carry out our official task of providing education. Information that you have provided on your background including gender, ethnicity and qualifications may be used to assess which students may benefit most from additional support, in support of the public interest task of improving outcomes for less advantaged students. Material you submit for assessment may be passed through plagiarism checking technology; this is done in the public interest of ensuring the integrity of submitted work and to protect it from plagiarism.

We use the photo you submit as part of enrolment for administrative purposes, for verifying your identity and printing on your student ID card. You will be provided with an ID card at enrolment which contains your photograph and other information such as your student ID number, account number and exam ID number. You will be required to produce your ID card where the University needs to verify who you are, for example in examinations or when entering the Library or Sports Centre, or claiming loyalty discounts in University Catering outlets. This card may also give you access to some of the teaching spaces on campus.

The University of Lincoln respects the privacy of your personal information. We will use your photo for the aforementioned purposes only and will not disclose this information to another party without your consent unless otherwise authorised by law. If your photo is not provided to us then we will not be able to produce an ID card or provide the products or services mentioned above. If you have any concerns regarding the use of your photo please contact Student Administration at [studentrecords@lincoln.ac.uk](mailto:studentrecords@lincoln.ac.uk).

If you choose to join the University's loyalty schemes or receive discounts at facilities provided on campus, your ID card will also be used to collect information about your use of those facilities and this will be used to administer and market those schemes to you. You will be provided with more information about this when you sign up.

We use CCTV across campus for safety and security.

Where lectures are recorded, advance notice will be given, including at the beginning of the lecture by the lecturer and there will also be signs in the room. Lecture slides, narration and the audio of any relevant questions may be recorded and supplied to students as an additional learning resource.

If you access other services provided by the University, such as Student Accommodation, the Sports Centre or the Student Wellbeing Centre, you will be provided with additional details of how these will use your personal information.

As part of the University's public interest task of helping you prepare for your future career, the Careers and Employability Service will offer you various services and may contact you for up to eighteen months after you graduate with career opportunities. If you do not wish to be contacted further please contact [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk)

Graduation is a public event. If you are eligible to attend we will include your name and award title (but not your classification) in the graduation brochure. If you do not wish for your personal details to be included in the graduation brochure you would need to email [graduation@lincoln.ac.uk](mailto:graduation@lincoln.ac.uk) no later than 31<sup>st</sup> July of the relevant academic year of graduation, and request your details be omitted.

When you graduate you will become a University of Lincoln alumnus. Further information about the information collected by the Alumni Network can be found below.

The University has a legal obligation under the Higher Education (Access and Participation Plans) (England) Regulations 2018 (made under powers in Higher Education and Research Act 2017) to take measures to attract students from under-represented groups, support successful participation in HE by such students, provide financial support, provide appropriate assistance for educational, employment or other opportunities during or after their course, to monitor our compliance with these duties and progress in achieving the plan, and to report to the OfS on it.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here:

<http://www.lincoln.ac.uk/home/termsconditions>.

### **Information we may share with other organisations**

There are times when we may need to or would like to share information with other organisations. These are listed below. We have stated where sharing is a legal requirement, when you can object to sharing and where we need your permission to share.

### **OfS/HESA/ESFA**

Universities have a statutory obligation to OfS (Office for Students) and the ESFA (Education and Skills Funding Agency) to provide information on how public money they receive is spent. As part of this reporting, every year we will send some of the information we hold about you to HESA (High Education Statistics Agency). HESA is the official source of data about UK universities, higher education colleges, alternative HE providers, and recognised higher education courses taught at further education institutions in Wales [www.hesa.ac.uk](http://www.hesa.ac.uk).

HESA information is retained indefinitely by HESA for statistical research purposes

If you give us information about your disability status, ethnicity, sexual orientation, gender reassignment or religion these may be included in your HESA information and used to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act. Some other sensitive information is used to enable research into the provision of fair access to higher education, for example information as to whether you are a care leaver.

If you are enrolled at a higher education provider in England regulated by the Office for Students your HESA information will include details of any financial support you may receive from us.

**Further information is provided in HESA's Student Collection Notice:**

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

**The Office for Students Privacy Notice can be found at:** <https://www.officeforstudents.org.uk/privacy/>

### **ESFA**

<https://www.gov.uk/government/publications/esfa-privacy-notice/education-%20and-skills-funding-agency-privacy-notice-may-2018>

### **Student Loans Company**

The University shares information with the Student Loans Company (SLC) which may include your tuition fees, confirmation of enrolment, attendance confirmation at three points in the academic year and if you interrupt or withdraw from your studies and the reasons why. We would provide this if you have applied for a student loan and meet the eligibility criteria to ensure you receive the funding you are eligible for. This is on the legal basis of the contract you have made with the SLC. Additionally, as well as information the University of Lincoln (UoL) shares with the SLC, the SLC share information with the UoL. The University uses information, such as household income data, provided by the SLC in order to determine eligibility for bursaries.

### **Other Funding Providers**

The University has an obligation to share certain data with other funding providers such as the NHS Student and Social Work Bursaries, US Department of Education, Department of Veteran's Affairs etc. This data forms part of the agreement you make with your funding provider at the outset.

### **National Student Survey (NSS)**

Your contact details may be passed to survey contractors to carry out the National Student Survey (NSS) and surveys of student finances, on behalf of some organisations to help carry out public functions connected with education in the UK.

Such organisations may include:

- Department for Business
- Research Councils Innovation and Skills
- Education Funding Agency
- Welsh Government
- Skills Funding Agency
- Scottish Government
- National College for Teaching and Leadership
- Department for the
- National Health Service
- Economy, Northern Ireland bodies and organisations
- Higher Education Funding working with them e.g. Council for England Health Education England
- Higher Education Funding ☐ General Medical Council Council for Wales
- Office For Fair Access
- Scottish Further and ☐ Quality Assurance Agency Higher Education Funding for Higher Education Council
- Department for Education

These organisations and their contractors will use your details only for that purpose and will then delete them.

### **Graduate Outcomes**

After you graduate, you will be contacted to complete one or more surveys into the outcomes of higher education and your activities after graduation. These surveys may be undertaken by us or by another specialist organisation contracted for that purpose. If a specialist organisation is used, that organisation will receive your contact details but will only use your details for the purpose of asking you to complete the survey, and will then delete them. You may also be contacted as part of an audit to check that we or

any contracted organisation have undertaken these surveys properly. Prior to the Outcomes Survey, the University will contact you to verify the contact information held.

Taking part in the NSS, Graduate Outcomes or any other University survey is optional, but your feedback will help improve the student experience for others.

For more information please see the Student Collection Notice on the HESA website listed below:

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

## **UCAS**

When applying to study at the University of Lincoln, UCAS will provide the University with your personal information such as contact details, qualifications, educational and employment history, references and personal statements. The University requires this information in order to manage and support your application and to make an informed decision on whether they can make you an offer of a place to study. Decisions made by the University are then returned to UCAS in order to communicate the decision to you.

For further information regarding what information is shared from UCAS please see their privacy notice at:

<https://www.ucas.com/corporate/about-us/privacy-policies-and-declarations/ucas-privacy-policy>

## **UK Visas & Immigration**

For overseas, non-UK / EU students only. The University has Tier 4 Sponsor status and has a responsibility to keep certain personal information on Overseas Tier 4 Students. In certain circumstances it is required to share this information with UK Visas & Immigration (UKVI). For more information please see:

<https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d>

## **Office of the Independent Adjudicator**

If you decide to lodge a complaint with the Office of the Independent Adjudicator (OIA) information relevant to the complaint will be shared with the OIA:

<http://www.oiahe.org.uk/about-us/policies/data-protection-policy.aspx>

## **Professional and Regulatory Bodies**

Information will be provided to Professional and Regulatory bodies in relation to the confirmation of qualifications, professional registration (including conduct) and the accreditation of courses. You can get more information about this from your Course Administrators.

## **The University's Alumni Network**

### **How we use Information**

The University's Alumni Network is not a third party, however, if you choose to become a member of the Network, the legal basis for processing your data is different to that for which it was originally collected and processed. In the interests of transparency and openness this has been included below:

### **Information used:**

#### Personal Information:

- Name
- Date of birth
- Gender
- Home address
- Personal email address
- Work email address (where provided)
- Mobile number
- Home number
- Nationality
- Educational Information:
  - Establishment
  - School
  - Campus
  - Award title
  - Class of
  -
- Business Information (where provided)
  - Organisation
  - Position
  - Industry

#### What the information is used for:

- To build a global community of University of Lincoln graduates
- To keep graduates informed about University news and developments
- To inform graduates about professional networking events, alumni receptions, exhibitions and guests lectures in the UK and around the world
- To inform graduates about opportunities in which they can support current students - becoming a mentor and giving careers talks in lectures and at events.
- To request alumni case studies to inspire current students and alumni
- To request permission to profile graduates in publications to show career destinations
- To provide information about professional careers support for recent graduates
- To provide information on postgraduate scholarships
- To inform graduates about a range of services available to them once they leave the University including free library membership, careers support and gym membership.

Further information about the University's Alumni Network is available at [www.lincoln.ac.uk/alumni](http://www.lincoln.ac.uk/alumni)

Keep your details up-to-date by contacting [alumni@lincoln.ac.uk](mailto:alumni@lincoln.ac.uk)

The information you provide will be held securely by the University of Lincoln and processed in accordance with relevant data protection legislation. To read our full privacy notice please visit: [Alumni Privacy Notice](#)

If you wish to withdraw from the University's Alumni Network please contact the Alumni team on the same email address as above.

## University of Lincoln Students' Union

When you enrol, if you opt-in you will become a member of the University of Lincoln Students' Union (ULSU) unless you exercise your right not to be a member. With your consent we will share your information (including your photograph) to enable the ULSU to provide services and support to you.

ULSU may share your information with its subsidiaries in order to provide you with the full array of SU services. These subsidiaries are:

- Lincoln Students' Union Trading Limited; and
- Students' Union Management System Ltd.

The ULSU and its two subsidiaries form the ULSU Group.

As a member of ULSU, you are asked to give your consent to the University sharing your personal information with the SU so that they can facilitate your membership (e.g. Sports and Society membership, Course Representation and Elections), and enable you to use of the commercial services in the SU, such as events in Engine Shed, Tower Bar and The Swan.

### **The information will be used to:**

- a) facilitate your membership with the ULSU Group;
- b) allow administration of the ULSU Group and its clubs and societies;
- c) allow the administration of elections;
- d) allow the administration of student representation on University committees, panels and other representative bodies;
- e) verify the identity of students;
- f) enable communication about charitable services directly provided by the ULSU Group;
- g) enable communication between sports clubs and societies;
- h) enable the generation of demographic reports.

If you consent to the University sharing your data, then you can make further choices about what additional information you wish to receive from the Students' Union - this would need separate consent from you about the SU using the data about you in order to send you commercial information and offers from the Students' Union, and via the SU from selected external organisations.

Offers from SU might include free Birthday entry to SU venues, 10% off food in various SU venues, eligibility to the SU loyalty scheme, information about events in the Engine Shed, Tower Bar and The Swan, information about SU Student commercial deals including offers on student entertainment and events. Offers from external organisations might include selected third parties including SU sponsors and local businesses who wish to inform you of student offers and deals.

The information will be used to:

- i) allow the administration of ULSU Group loyalty schemes and associated discounts;
- j) enable marketing of ULSU Group events and commercial information;

- k) enable marketing of external services and promotions.

### Information Shared

The information shared is:

- |                                |  |
|--------------------------------|--|
| ▪ Student ID number            | ▪ Student type                                   |
| ▪ Name                         | ▪ Student status                                 |
| ▪ Date of birth                | ▪ Mode   |
| ▪ Home and term-time addresses | ▪ Level of study                                 |
| ▪ Personal email address       | ▪ Gender   |
| ▪ Mobile number                | ▪ School   |
| ▪ Stage code                   | ▪ College  |
| ▪ Campus                       | ▪ Student photograph                             |
| ▪ Course                       | ▪ SU commercial (and third party) consent option |

We will share your student photograph in order for the ULSU Group:

- to verify your identity upon entry to an event;
- should you partake in the academic representation system, to identify you to students you may represent when they sign in to the Students' Union website.
- If you have given your consent for the sharing of personal information with the SU to facilitate your membership, the following information will also be shared:
  - Registered as having a disability with the University (this is shared as 'Yes' or 'No');
  - Ethnic origin;
  - Nationality.

**This information will only be used to:**

- enable the equal participation in services provided by the ULSU Group;
- enable the production of anonymised demographic reports.

You may update/adjust your consent options at any time via Blackboard or when you next enrol at the University.

The University and ULSU may also share personal information about you for the following purposes:

**Employability:** You would be asked for your specific consent before your information was shared for this purpose.

**Health and Safety:** The legal obligations of each organisation under Health and Safety legislation would justify the sharing of your information if necessary.

**Academic Opportunities:** You would be asked for your specific consent before your information was shared for the purpose of participating in the scheme.

**Advice Service:** You would be asked for your specific consent before your information was shared for this purpose, unless it was necessary to make a referral for safeguarding purposes,



which could be done on the basis of the public interest, or to protect your (or another person's) vital interests.

Representation: The University and ULSU may share personal information about elected representatives on the basis of their legitimate interests in facilitating the University & ULSU Academic Representation System. The two organisations may also share information about candidates standing in Student Leader elections, for the purpose of confirming the good standing of candidates, including current enrolment and no outstanding tuition fees.

The Data Sharing Agreement between the University and the ULSU includes a full list of the information shared and forms part of our Memorandum of Understanding and is available here: <https://lincolnsu.com/university-data-sharing>

ULSU's Privacy Policy is available here: <http://lincolnsu.com/your-union/about-us/privacy-policy>

## **Local Authority**

### **Council Tax Exemption:**

As a student you may be eligible for council tax exemption. If you are eligible, the University is required to provide your details to your relevant local authority. This will be in the form of your name, address and course information as an enrolled student. These details will be provided on the legal basis of the legitimate interests of the University in verifying eligibility for student council tax exemption in an efficient manner, and will be for the benefit of students as they will not have to seek verification individually.

If you object to us sending your details to the local authority please let us know as soon as possible by contacting [studentrecords@lincoln.ac.uk](mailto:studentrecords@lincoln.ac.uk)

## **Estates Department**

The Estates Department collects personal information about you when you are accessing University spaces using your student ID card. We use this information to make sure Estates Department gives you access to the areas required. We also collect personal information from the University Student Records System to enable members of staff to make hard and soft maintenance requests through the Estates Departments CAFM system. This notice explains more about how we use your personal information.

### **What information we collect about you**

We collect information about you when you access University spaces using your student ID card. This will include – name, email address, location, department / school and telephone extension. The same information is passed to our CAFM system to enable students to make maintenance requests.

Keep your details up to date by contacting the Estates Support Desk on 01522 886777 or emailing [estatessupport@lincoln.ac.uk](mailto:estatessupport@lincoln.ac.uk)

## **How we use your information**

Your information may be used in response to lock audit trail requests. These must be approved by Heads of School or Professional Service and are limited to security or health and safety related issues. Your information is also used to enable you to make maintenance requests in the Estates Departments CAFM system. This also allows us to contact you by email or telephone to pass on any updates in relation to those requests. We also use your location data to enable us to communicate any disruptive or high impact works taking place in the buildings you are located in.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here:

<http://www.lincoln.ac.uk/home/termsconditions>.

#### **Information we may share with other organisations**

Your information will not be shared outside of the University.

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

#### **Information processed abroad**

None of the information will be processed abroad.

#### **How long we keep your information**

Information held within the CAFM System is archived after a year. Archived records are not visible to anybody other than the systems administrator. Records may be retrieved from archive in the event of a staff member returning to the university.

Information held within the Salto Access Control System is archived on an annual basis.

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

#### **Sponsors & Employers**

If you are being funded to undertake your course by a sponsor or employer then the University may need to pass your personal data, for example in the form of an invoice, progress report or attendance report to that sponsor or employer, as part of your contract with your sponsor or employer.

#### **Placement providers**

Where your course requires you to undertake a placement with another organization, it will be necessary for the University to share some of your information with that provider.

#### **Partner organisations**

Where it is necessary in order to deliver a course jointly or collaboratively, or where you have elected to participate in a study abroad opportunity, the University may share your personal data with the partner organisation.

#### **Study Group**

If you are a former student of Study Group, we may need to pass your personal data to Study Group, for example, in the form of an invoice or progress report.

<b>Debt Collection Agency</b>	Where a University fee goes unpaid the University may instruct STA international or another appropriate collection agency to collect the fee on their behalf. In these cases a student's information will be shared with the agency and will include their name, all known addresses, email addresses, phone numbers, relevant information relating to the outstanding fee and the fee amount.
<b>Auditors</b>	Universities have a statutory obligation to be audited each year by a registered statutory audit firm. In addition, to ensure that the University has good corporate governance in place internal audits are also carried out by a registered audit firm. It is sometimes required that student data is shared or viewed by the auditors to ensure that a thorough audit can be completed. The data shared may include financial, academic or personal data.
<b>Payment System Providers</b>	To allow students to make online payments the University shares student data with their payment system provider, currently WPM. The sharing of this data allows for students to be correctly identified at the point of payment. The data shared includes Student name, Student ID, date of birth and invoice data.

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

#### **Information processed abroad**

In some circumstances the University may need to transfer your personal data outside the European Economic Area (EEA). If this is the case the University will make every effort to ensure that there are adequate levels of protection and safeguards in place so that your data is handled appropriately and securely in accordance with data protection laws.

#### **How long we keep your information**

Your contact details and a record of your marks will be kept indefinitely so that we can provide you with replacement certificates or verify your results as required.

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected (unless otherwise advised) and in accordance with the University's records retention schedule. The University's records retention schedule can be accessed on the Data Protection portal site at:

[https://ps.lincoln.ac.uk/services/registry/Secretariat/IC/Data\\_Protection/SitePages/Home.aspx](https://ps.lincoln.ac.uk/services/registry/Secretariat/IC/Data_Protection/SitePages/Home.aspx)

Data will be kept securely and destroyed when no longer required. The University may also decide to archive some data. For more information regarding the retention of your personal data please contact the Information Compliance team at [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk)

The University's record retention schedule can be accessed on the Data Protection portal site [here](#)

Unless you object, the University Alumni Network will keep your information for the duration of your membership with them.

If you access additional University services these may keep a record of your personal data and will provide you with details of how long they keep your information.

### **Accessing your information and other rights**

You have a number of rights relating to your personal information. These include:

- |                    |   |
|--------------------|---|
| <b>Access</b>      | You have the right to request a copy of any personal information we hold about you.<br><br>If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.  |
| <b>Portability</b> | If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.<br><br>To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.  |
| <b>Correction</b>  | If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.   |
| <b>Erasure</b>     | This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.   |
| <b>Restriction</b> | You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection. |

The Information Compliance team can be contacted by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

### **How to object or withdraw consent**

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact the Information

Compliance Officers and explain your objection. They can be contacted on the details above.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. Consent can be withdrawn by contacting the Information Compliance team who will consider your request in accordance with data protection laws.

### **How to contact us**

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

### **How to complain**

If you feel that we have let you down in relation to your information rights, then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is [ico.org.uk](http://ico.org.uk) and their telephone helpline number is 0303 123 1113.