

## Student Privacy Notice

### Your personal information

The University of Lincoln collects personal information about you at the point of application, enrolment, and during the course of your studies with us. This information is primarily provided by yourself, but can also be collected from third parties. We use this information to provide you with university services and to deliver your course. This notice explains more about how we use your personal information.

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### What information we collect about you

#### When you apply

We will begin to collect personal data from you during the application process to the University (either directly or through a third party, such as UCAS) in order to assess your eligibility for your chosen programme of study and to be able to contact you further regarding this. This information will include:

- your personal details, such as your name, address and contact details, your date of birth, gender, nationality, country of birth, information about your dependents and whether you are a care leaver;
- information about the programme you're applying to study;
- your academic qualifications, education and work experience history;
- immigration and visa information;

- personal information about you from any supporting documentation that you or a third party such as UCAS, provides. This can include notes references, personal statements, information from qualification awarding bodies, and notes or results from any interview or programme selection process;
- special category data about you, such as health or disability information, in order to assess your eligibility for a programme which has either a specific regulatory body requirement, where you might work with patients, children or other vulnerable people, or to assess your fee status.
- Criminal convictions or offences data, where you provide this to the University as part of your application, or where a DBS check is required for the programme of study you are applying to.

The University requires this information in order to manage and support your application and to make an informed decision on whether we can make you an offer of a place to study. Decisions made by the University are then returned to UCAS in order to communicate this decision to you.

For further information regarding what information is shared from UCAS please see their privacy notice at: <https://www.ucas.com/about-us/policies/privacy-policies-and-declarations/ucas-privacy-policy>

### When you enrol

Additional information will be collected when you enrol with the University. Much of this information will have already been collected during the application stage, but the University will need you to check that this information is accurate and up to date. Annually, the University will ask you to re-enrol and check this information again. The information will include:

- your personal details, such as your name, home address, term address and contact details, your date of birth, gender, nationality, country of birth, information about your dependents and whether you are a care leaver;
- a form of photo identification in order to verify your identity; This will be deleted once we have confirmed your identity
- information about the programme you're studying;
- Tuition fee and payment details;
- Immigration and visa information;
- Information about your next of kin;
- information about your parental education;
- special category data about you, such as your ethnicity, health or disability information, religious beliefs, sexual orientation.

Keep your details up to date by contacting <mailto:studentrecords@lincoln.ac.uk> with any changes, or Runway, <https://Runway.lincoln.ac.uk> , to update your address information throughout the academic year

### During Your Studies

Additional information may be collected by the University during your studies; this may form part of your central record or may be held by your School, your College, or by the department you engage with.

- Information relating to modules and placements;
- Information about any assessments, exams, results, and qualification awarded;
- Information about your attendance, authorised and unauthorised absences;
- Information about any student contention processes you engage or are involved with (which includes academic offences, academic reviews and appeals, extenuating circumstances, fitness to practice, student complaints, student conduct and disciplinary, withdrawal appeals);
- Information about any individual support plan (if applicable to you);
- Correspondence with your tutors and other University staff;
- Information about your use of the library (borrowing information, fines, reservations, training or workshops);
- Information about your use of the Virtual Learning Environment;
- Information collated from Internal Student Surveys relating to your views on such topics as your programme and/or module(s) of study and your preparedness on enrolment/re-enrolment
- Your leaving date and any reason for leaving.

When you engage with further departments or services within the University (such as Student Wellbeing, for example), you will be given information about any other use of your personal data, usually via a Privacy Notice or similar webpage. This information may be added to your central student record, or held by either the department you engage with, your School or College.

### **How we use your information**

The University uses the above information about you:

- To consider your eligibility for the programme of study and if appropriate, to make you an offer of a place at the University;
- To provide and administer your programme of study including maintaining your student record and testing our student record system, assess you, record information about your assessments and results, record information about any placements you attend, and record engagement with any relevant student contention processes relating to your study;
- To process your tuition fee payments and any other payments;
- To manage studentships for students on research programmes;
- To provide appropriate careers, employability health, learning, safety and wellbeing support;
- To monitor your attendance and engagement;
- To communicate relevant information to you, be this via post, email, phone or to contact you or others in an emergency;

- To deliver various facilities and services to you (such as provision of an ID Card, ICT, Student Accommodation, Student Support etc.);
- To enable your attendance at University events, such as Graduation and Careers Fayres;
- To administer our governance, student contention, audit and quality assurances processes;
- To provide security (such as by operating CCTV);
- To collate information and statistics to fulfil our statutory reporting requirements;
- To understand student satisfaction and preparedness at the University;
- To support local authorities to fulfil their public obligations (such as Council Tax processing);
- To comply with the law or our other legal responsibilities, under, for example, equality, immigration, public health and safety purposes.

The University processes your personal data for the above purposes because it is necessary:

- For performing the contract you have with the University (providing and managing your studies, accommodation services, library access);
- For the performance of tasks carried out by the University in the public interest (providing higher education, teaching, research, and public funding i.e. tuition fees and other payments);
- For compliance with any legal or regulatory obligation placed upon the University (equalities monitoring, providing information to the Government or governmental bodies, providing information to local authorities, track and trace contacting);
- For fulfilling the legitimate interests of the University, students, or others (i.e. to record lectures);
- Because you have consented to the processing (i.e. special category information provided by yourself to support an extenuating circumstances application). If we require your consent, we will obtain your consent at the point we collect the data and will tell you how we will use it, why we're using it and how you can withdraw your consent.

Where the University processes criminal convictions or offences data, it does so in order to fulfil its public task in providing higher education, to comply with legal or regulatory duties, or to detect and preventing unlawful acts. This information will be processed in order to:

- comply with a programme's regulatory requirements in order to determine your suitability to study or to practise in a regulated profession;
- ensure that we adequately assess any risk posed to the wider University community and put any appropriate supportive measures in place.

When you engage with specific departments or services within the University (such as Student Wellbeing, for example), you will be given information about any other use of your personal data, usually via a Privacy Notice or similar webpage. This information may be added to your central student record, or held by either the department you engage with, your School or College.

Additional relevant information about specific facilities or services you might engage with is provided below.

### Providing and Administering Your Programme of Study

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. The University relies on legitimate interests as the lawful basis for this processing.

Material you submit for assessment may be passed through plagiarism checking technology; this is necessary in the public interest of ensuring the integrity of submitted work and the qualifications the University awards. A cross section of student work from your second year of studies onwards may be shared with External Examiners for review to enable the External Examiner to endorse the marks and provide a fully moderated and externally examined set of results where applicable. This is to ensure the maintenance of the standard of the University's awards and curriculum in accordance with its public task.

### Photo Identification Card

If eligible, you will be provided with an ID card 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 if you sign up.

### Library

Details of how your information is used by the Library is available here: <https://guides.library.lincoln.ac.uk/privacy>

### ICT

The ICT Department will use information from your student record in order to provide you with a University account, University e-mail address, and to determine what access you might need to specific applications or software.

Your use of ICT Services and Systems is subject to the University Information Systems Acceptable Use Policy. You should read and familiarise yourself with the full policy which is summarised as:

- You must not use anything that you are not permitted to access.
- You must not do anything illegal.

- You must not create or use offensive material.
- You must not introduce viruses or do anything else that causes problems for others.
- Do not email or remove any personal or sensitive data without obtaining permission and using strong encryption.
- You could be subject to disciplinary and/or other action if you break the rules.

If you are not sure about anything, contact the ICT Service Desk on 01522 886500 or at [ict@lincoln.ac.uk](mailto:ict@lincoln.ac.uk). You can obtain the policy from the ICT Service Desk or <http://lncn.ac/aup>

### Careers and Employability Service

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 opportunities and relevant services via your student or personal e-mail or via telephone and may contact you for up to eighteen months after you graduate with career opportunities, services and offers of support. If you do not wish to be contacted further please contact [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk) or visit: <https://uolcareers.co.uk/about/policies/>

### Internal Student Surveys

As part of the University's commitment to ensuring we listen and respond to student feedback, the University will offer opportunities for you to feedback your views on such topics as your programme and/or module(s) of study and your preparedness on enrolment/re-enrolment. Aggregated results of Surveys will be published in the University. The University never publishes Survey responses that are identifiable. Some additional data that the University already holds on the student record may also be incorporated (e.g. programme title, student type, programme level etc.). This helps to support a targeted approach for any actions that are identified from the Survey results. All data processing of responses is confidential and at no time will individuals be identified. This Survey and the associated data processing is carried out as a Public Interest Task under the Education Reform Act 1988.

### Student Accommodation Services

Student Accommodation Services collects personal information about you when you make an application for accommodation as a prospective applicant of the University or as a continuing student who applies for University-managed accommodation. We use this information to manage your accommodation application and communicate with you through the duration of your stay in University accommodation and after, if necessary.

This Privacy Notice explains more about how we use your personal information: <https://roomservice.blogs.lincoln.ac.uk/files/2020/07/Privacy-Notice.pdf>

### Student Support Centre

The Student Support Centre keep confidential records of advice and support given to students who access the Advice Service, Residential Wardens and the Support Team, as well as accessing the information you have provided the University about yourself. This information is used to help the teams identify the most suitable support and advice required, and by maintaining the information students can be assured of an appropriate and cohesive service.

The way in which we record, store and process this information is included in our Privacy Statement: <https://studentservices.lincoln.ac.uk/life-at-university/your-student-details-documentation/privacy-statement/>

The University of Lincoln is the data controller for all information collected for the creation of a Personalised Academic Study Support plan for eligible individuals. This privacy notice

applies to all individuals who have a) received an unconditional offer from the University of Lincoln, and have also b) declared a disability on their UCAS application. The University of Lincoln would like to use this information to make earlier contact with these individuals and create their Personalised Academic Study Support plan before they enrol at the University of Lincoln. Further information can be found within the below privacy notice:

<https://cpb-eu-w2.wpmucdn.com/blogs.lincoln.ac.uk/dist/4/8317/files/2020/06/How-we-use-your-information-Privacy-Notice.pdf>

### Student Contention Processes

The University of Lincoln may process your personal data for the purposes of administering its student contention processes (academic offences, academic reviews and appeals, extenuating circumstances, fitness to practice, student complaints, student conduct and disciplinary, withdrawal appeals). This personal data may or may not contain special category personal data. The University processes personal data for the above purposes because it is necessary for it to fulfil its public task under its obligations for providing Higher Education. Processing of such personal data is also necessary for the performance of the contract that students have in place with the University. Where you provide information related to special category data about yourself, you will be asked to provide your explicit consent for the University to be able to process this. The University may share information regarding such processes with; the Office of the Independent Adjudicator (see below); with University Insurers and Solicitors, appointed on its behalf for the exercising or defence of legal claims; and with the internal Student Visa Compliance Team, who may share this information with UK Visas and Immigration in order to comply with our obligations as a Student Visa sponsor/license holder under immigration legislation.

Further guidance about this process and copies of the relevant Student Conduct and Disciplinary Privacy Notices are [available here](#).

### Student Conduct and Disciplinary

The University of Lincoln may process your personal data for the purposes of investigating alleged student misconduct and for enforcing outcomes of the investigation process. This personal data may or may not contain special category personal data or data relating to criminal offences and convictions. The University processes personal data for the above purposes because it is necessary for it to fulfil its public task under its obligations for providing Higher Education. Processing of such personal data is also necessary for the performance of the contract that students have in place with the University. Where you provide information related to special category data about yourself, you will be asked to provide your explicit consent for the University to be able to process this. The University relies on Paragraph 10 Schedule 1 of the Data Protection Act 2018 (detecting and preventing unlawful acts), where it processes criminal offence or convictions data for the above purposes. This supports the University in meeting its obligations in managing possible risks to the University community by maintaining student discipline.

Further guidance about this process and copies of the relevant Student Conduct and Disciplinary Privacy Notices are [available here](#).

The University may share information regarding the investigation with; the Police, for the purpose of prevention and detection of crime, or the apprehension and prosecution of offenders; with the Office of the Independent Adjudicator (see below); with experienced investigators that the University may appoint on its behalf to investigate serious alleged misconduct; with University Insurers and Solicitors, appointed on its behalf for the exercising or defence of legal claims; and with the internal Student Visa Compliance Team, who may share this information with UK Visas and Immigration in order to comply with our obligations as a Student Visa sponsor/license holder under immigration legislation.

## Estates

For information about Estates policies, procedures and privacy notice, please go to: <https://estates.lincoln.ac.uk/services/policies-and-procedures/>

## Graduation and Alumni

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. The University of Lincoln Alumni Network will keep some of your personal information after you graduate. It does this to build a global community of University of Lincoln graduates, to keep graduates informed about University news and developments and provide graduates with opportunities to engage further with the University via relevant events.

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

To keep your details up-to-date or to withdraw from the University's Alumni Network, contact: [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, and, Supporters, Privacy, Notice \(lincoln.ac.uk\)](#)

## Cookies

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**

We share particular personal information with other organisations where necessary. Some of this is done as part of a regular routine, whereas other third parties listed below will only receive your information in exceptional circumstances. We have stated what information we may share with these organisations, where sharing is a legal requirement, why and when we will share this, when you can object to sharing, and where we need your permission to share.

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

Universities have a legal 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, some of the information we share includes:

- Name
- Date of Birth
- Biographical information, including Ethnicity, Nationality, Gender and religion
- Disability
- Course information including the title, start and end dates
- Term Time Accommodation, including address and postcode

This list is not exhaustive

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.

HESA information is 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/>

The ESFA Privacy Notice can be found at: <https://www.gov.uk/government/publications/esfa-privacy-notice>

### **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:

- Office for Students
- Department for Business, Innovation and Skills
- UKRI and relevant Research Councils
- Welsh Government
- Education and Skills Funding Agency
- Scottish Government
- National College for Teaching and Leadership
- Department for the Economy, Northern Ireland bodies and organisations
- National Health Service and Health Education England
- Higher Education Funding for Wales
- Office For Fair Access
- Scottish Further and Higher Education Council
- Quality Assurance Agency
- 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. 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>

### **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 and forms part of fulfilling the contract you have with the University.

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

### **UK Visas & Immigration**

#### **UK Visas and Immigration (UKVI)**

The University holds a Student sponsor licence, granted by the Home Office, and in order to maintain this the University is required to collect and retain information relating to Tier 4 visa holders and students that are not UK nationals. The University is required to meet all duties as outlined in the Sponsor Guidance for Educators and is also subject to audits conducted by the Home Office.

#### **What information we collect**

In line with Appendix D of the Sponsor Guidance, the University are required to collect and retain the following documents and information for student visa holders:

- Copy of the current passport biometric page showing all personal identity details, including biometric details
- Where applicable, a UK entry stamp. In the absence of an entry stamp, other evidence such as a copy of a travel ticket or boarding card
- Copy of the current biometric residence permit (BRP) or visa vignette. In cases where you are applying to extend your stay in the UK, a copy of the previous leave you held
- Records of your absences and attendance
- Where applicable, a copy of an Academic Technology Approval Scheme (ATAS) certification issued by the Foreign and Commonwealth Office.
- Copies or originals of any evidence assessed as part of the process of making an offer to you
- Confirmation regarding whether you opt in or out to the University using this data to confirm immigration status with UK Visas and Immigration
- Information of any reports made to the UKVI against the CAS issued to you
- Information relating to the outcome of any visa application made using a CAS sponsored by the University of Lincoln

The Sponsor Guidance for Educators also stipulates that the University has a duty to ensure every student has the right to study in the UK. In line with this, the University are required to collect and retain the following documents and information for non student visa holders, who are non-UK nationals:

- Copy of the current passport biometric page showing all personal identity details, including biometric details.
- If you are an EU national, an ID card may be accepted in the absence of a passport, subject to government guidance in place at the time.
- Where applicable, a copy of the current biometric residence permit (BRP), visa vignette or an access code to any digital immigration status that you hold. In cases where you are applying to extend your stay in the UK, a copy of the previous leave you held.
- Where applicable, a copy of an ATAS certificate issued by the Foreign and Commonwealth office.

### **How we use this information**

This information is collected and is added to your student record. The main purpose of collecting this information is to fulfil the University's sponsor duties to the Home Office and to complete a right to study check. We also use the information collected regarding your immigration status for the following purposes:

- To enable communication with you about your visa expiry date and visa status
- To provide updates and information from the Home Office to you, where relevant to your immigration status
- To effectively manage your student record with regards to your immigration status and any UKVI reporting duties
- To conduct a mid-year census check to ensure that the details held on your record are accurate
- To liaise with your School regarding your attendance and engagement

### **Who do we share your information with and why?**

The information that is collected is securely stored and images of documents taken are accessible by the Student Visa Compliance team. The details collected regarding your immigration status may be used to inform University systems to ensure that decisions are made appropriately when considering any conditions that may be attached to your visa.

If you are a student visa holder, you will be asked to opt in or opt out of a data sharing agreement between the University of Lincoln and the UKVI. If you opt in, the University may use the information collected to contact UKVI to check your current or previous immigration status. If you choose to opt out the University will ask that you provide the evidence required in place of contacting the UKVI, in line with Part N of the University General Regulations.

In cases where you do not meet the conditions of Part N of the University General Regulations, you may be suspended from study. In these cases, this information will be shared with your School to make them aware.

As the information that is collected, is to ensure the University meets its sponsor duties to the UKVI, we may share your information with the UKVI where they request this for auditing purposes.

This information may be shared with internal departments to ensure they are aware you may have a student visa and that there may be conditions attached to this. For example, the Campus Jobs team who have a legal obligation to ensure that you are not employed beyond any working limit on your visa.

### **How long we keep this information**

In line with the Sponsor Guidance for Educators, this information will be held for the shorter period of either:

- One year from the date that your course ends
- If you are no longer sponsored by the University, at the point at which a UKVI officer has examined and approved the file for auditing purposes

Student Visa Holders:

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

Non UK/EU Nationals: Page 6, 2.3,

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/843578/Tier\\_4\\_Sponsor\\_Guidance\\_-\\_Doc\\_2\\_-\\_Sponsorship\\_Duties\\_2019-10\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/843578/Tier_4_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2019-10_FINAL.pdf)

### **Office of the Independent Adjudicator**

If you decide to lodge a complaint with the Office of the Independent Adjudicator (OIA), all information held that is relevant to your complaint (which might contain special category data) will be shared with the OIA upon their request. This is in order for the University to perform and fulfil our contractual, public task, substantial public task and legal responsibilities. In all cases, the University will seek to share only the minimum amount of information necessary.

Further information on how the OIA handles your information can be found here: <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, which is necessary for fulfilling our legal and regulatory obligations. You can get more information about this from your Course Administrators.

### **University of Lincoln Students' Union**

When you enrol, unless you opt-out via the Students' Union, you will become a member of the University of Lincoln Students' Union (ULSU). When you become a member, we will share your information (including your photograph) to enable the ULSU to provide services and support to you.

We may also share the MiFare code held on your student card. This links to your student ID. This would allow access into buildings and provide contactless payments options.

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:

If you are a member of ULSU, then you can make further choices about what additional information you wish to receive from the Students' Union via the Students' Union Student Dashboard including commercial information and offers from the Students' Union.

- **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.

You may opt-out of the Students' Union by emailing [hello@lincolnsu.com](mailto:hello@lincolnsu.com).

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)

### **Additional Information we may share:**

<b>Sponsors &amp; Employers</b>	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 edit to say name, student number and academic progress in some instances as part of your contract with your sponsor or employer.
<b>Placement providers</b>	Where your course requires you to undertake a placement with another organisation, it may be necessary for the University to share some of your information with that provider.- Again this will consist of your name, student number and academic progress.
<b>Partner organisations</b>	Where it is necessary, in order to deliver a course jointly, or collaboratively with another institution, or where you have elected to participate in a study abroad opportunity, the University may need to share your personal data with the partner organisation.
<b>Study Group</b>	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, WPM and Flywire. 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.
<b>Examination Providers</b>	To allow external providers to manage examinations for specific subject areas.

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

We will keep your student record indefinitely on our student management system. This includes the following information:

- Biographical information including name, date of birth, ethnicity, nationality (this will be information you have provided through your application and the enrolment process)
- Application history and enrolment records
- Fees information, including sponsor information and records of any fee waivers
- Your academic profile consisting of your marks, board decisions, and any allegations
- Notes may be also be kept on your record in order to aid staff with any queries which may arise regarding your fees or your studies in general.
- Contact information to include your email, telephone number, current address and any previous addresses since your first application with us.

This will include information we collected at the point of application, enrolment and throughout your studies. This is so that we can provide you with replacement certificates or verify your results as required, this will also allow us to match any new applications to the university with your previous record.

The University will otherwise 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)

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>	<p>You have the right to request a copy of any personal information we hold</p> <p>about you. 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.</p>
<b>Portability</b>	<p>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.</p>
<b>Correction</b>	<p>To request a copy please contact the Information Compliance team</p> <p>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.</p>
<b>Erasure</b>	<p>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.</p>
<b>Restriction</b>	<p>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.</p>

## 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 below.

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

<https://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](https://ico.org.uk) and their telephone helpline number is 0303 123 1113.