

PRIVACY NOTICE

LINCOLN MEDICAL SCHOOL STUDENT ENROLMENT

1. HOW WE USE YOUR DATA

When you register with the University of Nottingham (UoN) for the University of Nottingham's Bachelor of Medicine Bachelor of Surgery Undergraduate Degree Courses, UoN provides the University of Lincoln (UoL) with personal information about you and during the course of your studies will provide us with further personal information about you. During the course of your studies we will also collect personal information about you ourselves. We use your personal information to enable us to deliver your undergraduate degree course and other student services. This notice explains more about how we collect, use, store and share your personal information, and supplements any other fair processing or privacy notices provided to you.

We are committed to protecting your privacy. It is important that you understand how we look after your personal data and how we make sure that we meet our legal obligations to you under the UK data protection laws (including associated guidance) (the "**Data Protection Laws**").

If you have any questions in relation to this notice or generally how your personal data is processed by us please contact us by email at medicine@lincoln.ac.uk.

We are a controller of your information which means that we are responsible for looking after it. We will use your personal data fairly, lawfully and in a transparent manner, and in accordance with the Data Protection Laws.

2. WHAT INFORMATION DO WE COLLECT ABOUT YOU?

UoN provide us with your enrolment information (including contact details such as your name and address, telephone number and email address) and we collect further information through our Welcome Webpage (such as the SU consent form) and UoN's Virtual Learning Environment (Moodle). This is further detailed below. During the course of your studies UoN will provide us with and we will also collect information about your attendance and use of the library, your academic progress and services that you may access. Your personal tutor and other academics will keep a record of their contact with you. If any of your personal details change (for example your address), you need to update such details with UoN, who will provide us with any of this information we need to know.

UoN's Moodle system is also used to record your optional module choices, and to hold records of your meetings with your personal tutor. UoN may expand the use of this resource in the future. We also require you to upload to Moodle an e-certificate to enable us to monitor (on behalf of UoN) your completion of Information Governance and Equality, Diversity and Inclusion training.

Your personal 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.

3. WHY DO WE NEED YOUR INFORMATION?

We collect information about you to:

- deliver your course and other student services;
- provide appropriate learning support;
- provide careers advice and employability support.

We use information about your attendance at mandatory timetabled events to help us meet our obligations to you, and other legal obligations placed on us. We also use the information in relation to our public interest task of providing education effectively.

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 your registration for administrative purposes, for verifying your identity and printing on your student ID card. You will be provided with an ID card for both UoN and UoL at registration 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 if we need 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.

We respect the privacy of your personal information. We will use your photo for the above 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.

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 as part of our efforts to keep our campus safe and secure.

All lectures for the University of Nottingham Bachelor of Medicine Bachelor of Surgery Undergraduate Degree programmes will be recorded. These will be made available to students on Moodle as an additional learning resource. The use of all data captured by Moodle is governed by UoN's Data Protection Policy, which may be viewed (together with Moodle's terms of use) via the link below:

<https://workspace.nottingham.ac.uk/display/Moodlehelp/Moodle+Terms+of+Use>

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 services will use your personal information.

We want to help you prepare for your future career. UoL's Careers and Employability Service can offer you various services, and, if you wish, will contact you for up to eighteen months after you graduate with career opportunities. If you want to make use of this service, please contact 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 at least eight weeks prior to your graduation ceremony to request that your details are omitted.

When you graduate you will become a University of Lincoln alumnus. Further information about the information collected by the Alumni Network (if you choose to become a member) can be found at:

<https://www.lincoln.ac.uk/home/alumnicommunity/>

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 of Lincoln website can be found here: <http://www.lincoln.ac.uk/home/termsconditions>

3.1 **Special Categories of Personal Data**

Data Protection Laws define certain personal data as falling into 'special categories of personal data' such as personal data regarding your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data for the purposes of uniquely identifying a person, data concerning your health (including mental and physical health), or data concerning your sex life or sexual orientation.

The University, together with UoN, has an obligation to take measures to attract students from under-represented groups, support successful participation in higher education 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 this. In this connection we may ask you for some sensitive details or you may voluntarily give such personal data to us to enable us to meet this obligation.

We may also ask you for special category personal data including information about your physical or mental health and any disabilities you may have to enable us to provide you with appropriate support during your studies.

4. **BASIS FOR USING YOUR INFORMATION**

Data Protection Laws state that we need to have a legal basis for all of the processing of your personal data that we carry out. This means that our processing of your information must be for one of a limited number of legal reasons set out in the legislation. The legal bases that we rely on are:

Compliance with a legal obligation

Sometimes we will process your information because we are legally obliged to do so, for example in some of the circumstances listed above, or because we may be required to share your information with certain statutory bodies (see below for further information about who we may share your information with).

The processing is necessary for the performance of a task carried out in the public interest

Where our processing of your personal data is in the context of providing higher education, for example, we consider that this processing is necessary to enable us to carry out our public interest tasks as a University. A large number of our processing activities will be necessary for our core tasks as a University, the provision of education and research, and these will include:



- ensuring the quality of the education and related services we provide;
- ensuring the smooth and efficient operation of the University;
- providing the highest quality possible higher education for our students;
- ensuring student engagement and a safe and supportive learning environment;
- ensuring safeguarding and welfare measures are in place for students;
- ensuring the campus is safe and secure, and allowing students and staff to attend and deliver lectures and seminars;
- encouraging equality; and
- protecting our reputation and goodwill.

Legitimate interests

We may use your personal data (excluding special categories of personal data) as set out in this privacy notice where it is necessary for the purposes of our legitimate interests, including:

- to communicate with and provide services to our alumni;
- to promote and advertise Lincoln Medical School and the University of Lincoln to attract students and research opportunities.

We are required to carry out a balancing test of our legitimate interests in using your personal data outlined above against your interests and rights under the Data Protection Laws. As a result of our balancing test, which is detailed below, we have determined, acting reasonably and considering the circumstances, that we are able to process your personal data in accordance with the Data Protection Laws on the basis that this is necessary for our legitimate interests.

<p>Legitimate interest</p>	<p>We have a legitimate interest in processing your information as:</p> <ul style="list-style-type: none"> • you benefit from the provision of the services we provide; • we need to ensure health and safety at our sites and have a legitimate interest in ensuring any related policies and processes are effective; • we need to promote and advertise Lincoln Medical School and the University of Lincoln to attract students and research opportunities; • we want to maintain mutually beneficial links with our alumni; • we have a legitimate interest in ensuring the security of our sites, and in assisting with the prevention and detection of crime.
-----------------------------------	---

Necessity	We consider that it is reasonable for us to process your personal data as it is necessary for the purposes of our legitimate interests outlined above and we process your personal data only so far as is necessary to achieve the purposes outlined in this Privacy Notice.
Impact of processing	We consider that it is reasonable for us to process your personal data for the purposes of our legitimate interests outlined above as the processing of your personal data does not unreasonably intrude on your privacy.

Consent

Other than as specified below in relation to the sharing of your personal information with the University of Lincoln Students Union, we do not generally rely on consent as a legal basis for processing your personal data other than in relation to sending third party direct marketing communications to you via email or text message for which we will first seek your consent. You have the right to withdraw consent to marketing at any time by contacting us.

We may also ask for your consent if we want to use your image in promotional videos and photographs.

If we require your consent to process your personal data in any other circumstances we will contact you separately to request such consent.

5. INFORMATION WE MAY SHARE WITH OTHER ORGANISATIONS

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

UK Visas & Immigration

This applies only to overseas, non-UK / EU students. 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:

<https://www.oiahe.org.uk/about-us/our-organisation/our-service/personal-data/>

Professional and Regulatory Bodies

Information we collect may be provided to UoN and to Professional and Regulatory bodies (for example, the GMC) in relation to the confirmation of your qualifications, professional registration (including conduct) and the accreditation of courses. You can obtain more information about this from your Course Administrators.

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, we may share your personal data with the partner organisation. In this context we will share your personal data with UoN where necessary to deliver the University of Nottingham Bachelor of Medicine Bachelor of Surgery Undergraduate Degree programmes

Placement Providers

Where your course requires you to undertake a placement with another organisation, it will be necessary for us to share some of your information with that provider. This may include primary care practices and hospitals.

Auditors

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.

University of Lincoln Students' Union

With your consent we will share your information (including your photograph) to enable the University of Lincoln Students Union (ULSU) to provide services and support to you. We ask you to provide your consent via an e-form which is available on the Lincoln Medicine Welcome Webpage (which you will have been directed to as a part of the process of confirming your place).

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

- 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 the commercial services in the SU, such as events in Engine Shed, Tower Bar and The Swan.

The information will be used to:

- facilitate your membership with the ULSU Group;
- allow administration of the ULSU Group and its clubs and societies;
- allow the administration of elections;
- allow the administration of student representation on University committees, panels and other representative bodies;

- verify the identity of students;
- enable communication about charitable services directly provided by the ULSU Group;
- enable communication between sports clubs and societies;
- 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. Each of these consents may be given via the consent form referred to above.

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:

- allow the administration of ULSU Group loyalty schemes and associated discounts;
- enable marketing of ULSU Group events and commercial information;
- enable marketing of external services and promotions.

Information Shared

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:
 - if you are registered as having a disability with the University (this is shared as 'Yes' or 'No');
 - your ethnic origin;
 - your Nationality.

This information will only be used to:

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

You may update/adjust your consent options at any time by contacting ULSU directly, or when you next register 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. However, as a Lincoln Medical School student, these details may need to be provided by UoN (as this is the organisation which has registered you). UoN will provide the Local Authority with your name, address and course information as a registered student. However, you should check what evidence your particular Local Authority requires, as this may differ from Authority to Authority. Although UoL is not the registering organisation, we may be required to confirm to a Local Authority that you study at UoL.

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. We have provided further details of our processing of such personal information below.

What information we collect about you

We collect information about you when you access University spaces using your student ID card. This will include: your 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.

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.

Further Organisations

Other than as set out above, we do not share your information with other organisations who use your information for their own purposes. However, we use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These suppliers 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 is necessary to 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 only take place in strict accordance with applicable law.

6. WHERE IS YOUR INFORMATION STORED AND HOW LONG DO WE KEEP IT FOR?

6.1 Transfers outside of the European Economic Area

6.2 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 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.

6.3 Retention of your personal data

During your studies, your personal data will be retained by us in accordance with both UoL's and UoN's data retention policies (available [here](#)) unless you have specifically provided your consent for us to retain your personal data for a longer period (for example, when you graduate) to enable us to contact you in relation to ongoing services or opportunities.

7. WHAT RIGHTS DO YOU HAVE?

You have a number of rights under the Data Protection Laws in relation to the way we process your personal data, which are set out below. You may contact us using the details at the beginning of this privacy notice to exercise any of these rights.

In some instances, we may be unable to carry out your request, in which case we will write to you to explain why.

1. You have the right to request access to your personal data	You have the right to request confirmation that your personal data is being processed, access to your personal data (through us providing a copy) and other information about how we process your personal data.
2. You have the right to ask us to rectify your personal data	You have the right to request that we rectify your personal data if it is not accurate or not complete.
3. You have the right to ask us to erase your personal data	You have the right to ask us to erase or delete your personal data where there is no reason for us to continue to process your personal data. This right would apply if we no longer need to use your personal data to provide any student or other services to you, where you withdraw your consent for us to process special categories of your personal data, or where you object to the way we process your personal data (see right 6 below).
4. You have the right to ask us to restrict or block the processing of your personal data	You have the right to ask us to restrict or block the processing of your personal data that we hold about you. This right applies where you believe the personal data is not accurate, you would rather we block the processing of your personal data rather than erase your personal data, where we do not need to use your personal data for the purpose we collected it but you may require it to establish, exercise or defend legal claims.
5. You have the right to port your personal data	You have the right in certain circumstances to obtain your personal data from us to reuse for your own purposes across

	different services. This allows you to move personal data easily to another organisation, or to request us to do this for you.
6. You have the right to object to our processing of your personal data	You have the right to object to our processing of your personal data on the basis of our legitimate business interests, unless we are able to demonstrate that, on balance, our legitimate interests override your rights or we need to continue processing your personal data for the establishment, exercise or defence of legal claims.
7. You have the right not to be subject to automated decisions	You have the right to object to any automated decision making, including profiling, where the decision has a legal or significant impact on you.
8. You have the right to withdraw your consent	You have the right to withdraw your consent where we are relying on it to use your personal data.

8. WHAT IF YOU HAVE A COMPLAINT?

If you have any concerns or queries regarding our processing of your personal data, or are not satisfied with our handling of any request made by you, or would otherwise like to make a complaint, please contact our Information Compliance team by email on 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 if you have an 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 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 or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also contact the Information Commissioner's Office (ICO) at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF www.ico.org.uk. The ICO's telephone helpline number is 0303 123 1113.

9. CHANGES TO THIS PRIVACY NOTICE

This notice was produced in September 2019 and reviewed in August 2023