

Data Protection

Use of student record information and compliance with Data Protection Act 1998

The University maintains records relating to its students in both manual and electronic forms. These include correspondence with and relating to students, current, potential and past; electronic records for applicants created from information supplied during the admissions process; and information on current and former students, including photographs, collected during the admissions process, at initial registration, or subsequently added as a result of processing within the University, which may be both during or after the completion of the student's period of study. These records are subject to the University's Data Protection Act policy, full details of which are available within the Corporate Governance section of the University's website (<http://www.herts.ac.uk/about-us/corporate-governance/uprs.cfm>).

Information from students' records is used in a number of ways, including but not confined to:

1. Administering the University's courses and examinations and the financial and quality assurance processes that support them. This includes University systems and services for learning, teaching, research, management and administration, such as StudyNet, learning resources, payment services and identity cards
2. Supporting security systems in University buildings and systems designed to ensure students' compliance with University regulations. These systems include CCTV, access control and monitoring of car parking, both on and off campus.
3. Recording and providing information on students' attendance, academic progress and awards to the Student Loans Company, employers, and other sponsors and professional associations that have legitimate and/or contractual rights to it. This can include information about students contained in References provided for third parties at the request of that student, and information on admissions and student performance given to institutions at which students have previously studied, both in the UK and overseas.
4. Providing the basis for information published for or circulated at the University's degree award ceremonies, including those held overseas.
5. Transferring personal information about the authors of written assignments to the Plagiarism Detection Service ("the Service") and, where appropriate, the onward transmission by the Service of extracts from this information to members of academic staff at other institutions using the Service, some of which are located in countries outside the European Economic Area which may not be governed by UK or equivalent Data Protection law.
6. For recruitment and internal marketing purposes, possibly involving collaboration with overseas agents.
7. By the Alumni Office and the University of Hertfordshire Students Union to publicise and provide information in support of their respective membership activities and facilities.

8. The University is also a member of a Data Protection Partnership arrangement with Hertfordshire Police, under which they are supplied with addresses at which students living off-campus are resident. This information (which does not include the names of residents at these addresses) can be used by the police, for example where particular areas of high student concentration in Hatfield are being targeted by burglars, to allow warnings to be passed on *via* StudyNet (in a similar fashion to the way information is fed into Neighbourhood Watch networks).
9. To provide the basis for official returns based on both individualised information and corporate level statistics required by the Government, the Higher Education Funding Council for England and other statutory agencies.
10. Information within the student records may also be analysed for internal management purposes and/or approved research projects. Where the results of such work are published it will not be possible to identify particular individuals from them.

When students and alumni are asked to provide specific additional information beyond the core requirements above, they will also be asked, via a Declaration, to consent to the collection, recording and use of that information about them. Where it is appropriate, provision will be made for students to opt out of such processing. Where students wish to authorise the University to pass information about them to a third party (possibly, though not always, in connection with applications for housing or part-time employment) they should obtain and complete a copy of the DPA authority Form from the Student Centre (Mercer Building) at the College Lane Campus. This document is also available on StudyNet, at

[STUDENT SUPPORT](#) > [Student Centre](#) > Student Registry

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