



## **DATA PROTECTION: How we use your personal information (for students)**

Information Compliance

Data Protection Act 1998 (DPA): How we use your personal information

### **1. What is 'personal information'?**

'Personal information' means any information which identifies you as an individual.

### **2. Who uses my personal information?**

The information published here applies to the use, sharing and disclosure of your personal information by the Cambridge Theological Federation ("the Federation") and by any of the Federation's constituent member houses and colleges ("the Federation houses"). Please note that the Federation and each of the Federation houses are separate legal entities in data protection terms. The Federation and the individual Federation houses work together closely and share your personal information for a variety of academic, administrative and statistical purposes in accordance with agreed protocols. Your Federation house may provide you with an additional statement about how it will use, share and disclose your personal information (including any information you provide relating to your medical history).

### **3. How is my personal information used while I'm a student?**

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the Federation and the Federation houses. Access to your personal information is limited to staff who have a legitimate need and interest in it for the purpose of carrying out their contractual duties.

Your personal information is used as permitted or required by law and for a range of academic and administrative purposes, including the following:

- To facilitate your education, record the details of your academic studies (including any placements with external organisations) and determine your examination achievements.
- To administer the financial aspects of your relationship with us and any funders.
- To manage your use of facilities and participation at events (e.g. computing, libraries, accommodation, functions).
- To enable effective communications with you.
- To operate security, disciplinary, complaint, and quality assurance processes and arrangements.
- To support your training, health, safety and welfare requirements.
- To produce statistics and research for internal and statutory reporting purposes.
- To monitor our responsibilities under equalities legislation.

Some of the personal information used for the above purposes is classed as 'sensitive personal data' under the DPA, such as information relating to your ethnicity or your medical history. This is collected to monitor our equalities responsibilities and so that staff can be made aware as appropriate of any medical needs. Access to, and the sharing of, this information is controlled very carefully. You will be given more details about our use of any sensitive personal data when we collect it from you.

#### **4. Who is my personal information shared with?**

Your personal information is disclosed as permitted or required by law and on a considered and confidential basis to a range of external organisations, including the following:

- Higher Education Statistics Agency (see the details published at <http://www.hesa.ac.uk/collection-notice>)
- Your funders and/or sponsors
- The providers of any external learning or training placements
- Relevant Government Departments (e.g. Department for Business, Innovation and Skills, Home Office, Foreign and Commonwealth Office, Department of Health, Department for Education)
- Relevant executive agencies or non-departmental public bodies (e.g. UK Visas and Immigration, HM Revenue and Customs, the Health and Safety Executive)
- Higher Education Funding Council for England (HEFCE)
- Universities and Colleges Admissions Service (UCAS)
- Office for Fair Access (OFFA)
- Office of the Independent Adjudicator (OIA)
- The Federation Student Forum
- The organisation(s) running the National Student Survey
- Providers of anti-plagiarism software
- Student Loans Company
- Any relevant professional or statutory regulatory bodies (e.g. Ministry Division, your sponsoring church)
- Local authorities. (In particular, we pass lists of students to the City Council on an annual basis to assist with the administration of students' exemption from Council Tax)
- The police and similar law enforcement agencies
- Auditors
- Companies or organisations providing specific services on behalf of the Federation and/or one or more Federation houses

Your basic contact details (name, email address and Federation house) will be made available through our internal online directory.

We will not normally disclose any other personal information about you to other external enquirers or organisations without your consent unless it is in your vital interests to do so (e.g. in an emergency situation).

#### **5. How is my personal information used after I graduate?**

After you graduate a core record of your studies is retained indefinitely so that the details of your academic achievements can be confirmed and for statistical or historical research. Your contact and core personal details are added to the Federation's alumni database. Graduates may also be invited to take part in the Destinations of Leavers from Higher Education Survey (DLHE): all responses to

DLHE will be treated in accordance with the requirements and guidance of the Higher Education Statistics Agency.

## **6. How can I access my personal information?**

Under the DPA you have the right, subject to certain exemptions, to access the personal information that is held about you. Contact your House or the Office of the Registrar ([ctfreg@hermes.cam.ac.uk](mailto:ctfreg@hermes.cam.ac.uk)) for more information.

## **7. Who regulates the use of my personal information?**

The Federation maintains a data protection registration with the Information Commissioner's Office, the independent authority which oversees compliance with the DPA and sets out, in very general terms, the full range of purposes for which we use student, staff and all other personal information (see <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>).

## **8. Who do I contact with questions?**

Contact the office of the Registrar ([ctfreg@hermes.cam.ac.uk](mailto:ctfreg@hermes.cam.ac.uk)) or your House If you have any questions about how your personal information is used.

## **9. Are changes made to this webpage?**

This webpage was last updated in July 2016. It is reviewed when necessary and at least annually. Any changes will be published here and you will be notified via this webpage and/or by email.

## **10. HESA data protection notice**

The Higher Education Statistics Agency (HESA) is the official agency for the collection, analysis and dissemination of quantitative information about higher education.

If you are studying on an award-bearing course we will send some of the information we hold about you to HESA. This information forms your HESA record, which does not include your contact details. Your contact details may be passed to survey contractors to carry out the National Student Survey and surveys of student finances, on behalf of the education organisations listed on the HESA website. These organisations and their contractors will use your details only for that purpose, and will then delete them. For further details see <http://www.hesa.ac.uk/collection-notices>

*Approved by the Federation Management Committee 12<sup>th</sup> July 2016*