In sections 4 and 5 of this Notice, the main text gives an outline of the processing activity and a

1. Introduction

(a) What is this Notice?

This Notice covers information about BU Students. This includes any person who has firmly accepted an offer to study at BU, as well as anyone registering / already registered on a credit-bearing course of study provided by BU. As we hold information in a form that identifies [v]À] µ o•U]š]• ^‰ Œ• š €}(š v Œ (Œ^Œš _š}]v•šZ]• E}š] •

/ v šZ]• E}š] U ^ h_ —Á —U —}µŒ— v —µ•HigherEducationšµ}µŒv u}µ Corporation. We have a separate Privacy Notice covering information relating to student recruitment (including enquiries about potential study at BU and events for those considering studying at BU) and our admissions process: you refer to this for information about how your data was processed by BU before you became a BU Student.

We also have separate Privacy Notices relating to Alumni information, BU Staff, individuals interested in BU public events or making general enquiries and individuals participating in BU research projects. All of the Privacy Notices mentioned here can be accessed through the main Data Protection Page on our website. If you are a BU student who is also employed by BU in any capacity, the processing of your data in relation to your employment is covered by the Staff BU Privacy Notice.

> More information: The purpose of this Notice is to enable you to understand the scope of the personal data which BU holds and uses that relates to you personally, and how this data will be handled by us. It covers use of your information within BU and the circumstances in which we will share your data with other organisations.
>
> We think it is important that you can understand how and why we use your data. We are also required by law to give you specific information about the processing of your data.
>
> For this reason, and because BU is a large organisation which needs to collect and use personal data for a range of purposes, this Notice is quite long. It contains some technical legal language. We have tried to make the Notice as clear as possible and provide signposting so that you can find the information most relevant to you. See section (c) below for guidance on how to use the Notice.

(b) What is data protection?

Personal data is information relating to identifiable living individuals. ~ l v } Á v • ^ š • µ Use of personal data (including collecting data, sharing data or just holding it in files) is referred to ^ š ‰ Œ } • •] v P _ X } µ Œ ‰ š and rights, organisations do not have complete freedom in how they use your personal data. They have to comply with data protection laws, which apply restrictions on when and how personal data can be processed. Processing of personal data is lawful only if it meets certain requirements or conditions. These are concerned with the purpose of the processing and how it is carried out.

- Necessary for research or statistical purposes, where it is considered that that the use of your data will be proportionate to the aims of the research and that your interests as a data subject will be appropriately safeguarded [Art 9.2(j)]

In addition, we can only process information about any criminal convictions you may have where this is in the substantial public interest and falls within a relevant description of processing set out in Schedule 1 of the Data Protection Act 2018. Further information about the basis on which we process this information is set out later in this Notice.

2. When and how we collect your data

- Information we collect or generate about you

The Information we collect and generate about you includes information:

- Collected from you: through your original application to BU, through online registration/enrolment, through the work you undertake on your course and through all your contacts and engagements with BU staff and service providers;

- Collected from or via UCAS: the information which you provided in your UCAS application and other information generated through the UCAS admissions cycle

- Collected from other third parties, such as institutions involved in joint programmes with BU, organisations providing funding or financing for your course at BU such as the Student Loans Company or any organisations or companies providing you with individual sponsorship or other financial support, agents representing you in the admissions process, organisations which provide work placements and (where relevant) the Home Office in relation to visas and immigration.

- Generated by BU academic and Professional Services staff or service providers in the course of delivering and administering your course and your contract with BU or providing additional services to you in connec4 (ic n BT /TT0 1 Tf 0 Tc 0 Tw 0 Ts 100 Tz 0 Tr 11.

stored within Turnitin® [• š • (} Œ Œ (Œ v plagiarism. Use of Turnitin® involves transfer of your personal data outside the EU, to the United States, but contractual arrangements and other protections are in place to ensure that your data receives the same protection as it would when held in the UK/EU.

We monitor your overall engagement with your course as part of the process of supervising and supporting your academic progress and supporting your wider interests and welfare. This is also relevant to compliance with immigration law requirements (e.g. Immigration Act 2016) and Student Sponsor Guidance. We will capture and share information about your attendance at specific teaching sessions where this is required either for professional regulatory body requirements (courses within the Faculty of Health & Social Sciences which lead to professional registration) or to satisfy the conditions of apprenticeship programmes. Attendance information may also be captured and shared in relation to other students: where this takes place, you should be informed by your Faculty or relevant academic staff about the data which will be captured and the reasons for this.

Necessary for the performance of the contract between you and BU

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Necessary for compliance with a legal obligation on BU: we will identify the relevant obligation [Art 6.1(c)]

Necessary for the purposes of substantial public interest

x Academic appeals, student complaints, student disciplinary proceedings, Fitness to Practise and Support to Study proceedings

We will share your data as necessary to manage these situations fairly in accordance with h [• ‰ } o]] • } v ‰ ‰ o • U } u ‰ o] v š • v] (h [• ^ š µ v š • l U] X or a complaint, this will usually mean disclosing information about the case to the individual(s) responsible for the matters you are complaining about. Information may be disclosed to individuals from outside BU who sit on panels who take decisions about this type of case.

We can share data externally with the Office of the Independent Adjudicator for Higher Education (OIA) if a complaint or appeal is referred to them.

This will include processing of information about any health issues or other personal circumstances which you provide to us for consideration within these processes.

More information: If you issue an academic appeal, make a complaint under our Student Complaints policy relating to any aspect of your course, or if there is a concern that you may have committed an academic offence or behaved in a way that justifies disciplinary action by BU or affects your suitability for a course leading to a regulated profession, we will process your data as necessary to apply the relevant h [• policy and procedure and the BU Student Agreement. Our policies and procedures are intended to provide processes which are fair to all of those involved. Where relevant, we will process information about the work you have undertaken on the course and your academic performance and progression, including information about marks awarded to your work or examination scripts. We will share your information with senior staff Á] š Z] v h [• ^ š µ v š • and/or with relevant NHS or other health and social care professionals from outside BU, where they are involved in determining complaints or appeals as provided for in our processes.

Following any Fitness to Practise proceedings we may need to report the outcome to external regulatory bodies (professional regulators such as the Nursing & Midwifery Council, or the Disclosure & Barring Service) if the evidence collected or the outcome of the proceedings indicates that you may pose a risk to children or vulnerable adults or are otherwise not suitable to practise the relevant profession

system to enable us to respond effectively to your enquiries and requests and to return lost property toyou.

From time to time the Library & Learning Support team may need to contact you about services such as the loan, renewal, retw /TT0 1 1/r3 1 3 (re92 re 811.04 0 0 11.04 10ATm [13 (r7r3

they are able to offer you support and take any action required to safeguard you and others. In some circumstances, BU may seek assistance from third-party charitable organisations to help provide practical support to students who are self-isolating/in quarantine. In rare circumstances we may be required to share the information with the relevant. public health authorities. Further information from BU on Contagious diseases can be found here.

- For disclosure as part of wider public health measures, necessary for the performance of a public task: the public task of the NHS and public health authorities in controlling the spread of Covid-19;
- Necessary for the performance of our public task as a university, which includes providing a safe learning and teaching environment and supporting you in your studies;

- Health and Welfare information

Throughout your time at BU you may share with BU staff information about your health or welfare, or matters affecting your health or welfare. This might include your Personal Tutor or supervisor, other Faculty staff, a BU student welfare advisor or other staff involved in providing student services. Where this happens, the staff member will usually let you know on a case by case basis what they will do with the information, including whether they think need to share any of it within BU or with third parties. They will normally give you the opportunity to agree or object. For example, if you share information with your Personal Tutor they may ask if you are happy for them to contact staff within the Student Wellbeing team in BU Student Services.

If we refer you to an external health or wellbeing service (whether this is a service commissioned by BU, such as the Student Wellbeing service, or an NHS service), we will usually agree this with you. After the referral is made, the external service will collect further information directly from you and will be responsible for how that information is processed and held.

Occasionally we may decide that we need to process certain information about you without relying on your consent: for example, because the processing is necessary to protect your or v } š Z Œ ‰ Œ • } v [• À] š (Pvµš Œ • šZ š Á o}(ŒŒ• } (} Ç } µ o • } Œ š } comply with our legal obligations.

Sometimes a third party will share information about your health or welfare with us because they are worried about you. When this happens, we will consider what action, if any, we will take in response to the information. We will decide whether we need to tell you about the information and our response or whether the situation means that this would not be necessary or appropriate.

More information:

Consent: you have agreed to this processing

environment. For further information see our Admissions policy and guidance on criminal records declarations for regulated professions courses.

- Everyone accepting an offer to study at BU is asked to declare certain relevant unspent criminal convictions (as defined in our Admissions Policy and Procedure for Applicants with a Criminal Record (3E)). We ask you to give us this information so that we can assess and manage any risks arising from the conviction in the context of the University environment.

The requirement to declare these matters to BU is on-going. This means that you are also required to disclose any matters within these descriptions (where applicable) which are imposed on you at a later date, after the point at which the declaration was first required - whether before or after enrolment at BU.

If you wish to undertake a voluntary work placement (i.e. a work placement option which is not a mandatory course requirement) which involves regulated activity with children or vulnerable adults, you will need to go through an Enhanced DBS check before the placement is confirmed.

We will disclose to the Disclosure & Barring Service information about any conviction or caution you receive which is relevant to the DBS function of prote the DBS

If you have made the required declaration when accepting an offer but you subsequently receive a relevant criminal conviction or other matter (i.e. a matter that you would have been required to declare at the earlier stage), you need to notify BU. In addition, during enrolment at the start of each academic year you will be asked to confirm whether there are any changes you need to make to your previous declaration(s) regarding relevant

- Paragraph 10: necessary for the purposes of prevention or detection of unlawful acts

- Paragraph 18: safeguarding, as above

Students resident in BU accommodation will automatically be sent information about ResLifeBU events and activities by email and text, as access to these services is part of the overall accommodation service covered by your rent payments.

Necessary for the performance of the contract between you and the accommodation provider, or for preparatory steps in relation to that contract.

Necessary for legitimate interests pursued by BU, i.e. enabling access by students to all services and facilities available to them as a higher education student and ensuring a safe environment

If you declare a relevant criminal conviction when you accept an offer to study at BU, the risk assessment we carry out in relation to your conviction(s) will include consideration of any risks to yourself and/or others if you live in BU accommodation. Depending on the outcome of that risk assessment, we may share information about your convictions and our risk assessment with relevant third-party accommodation providers. We will tell you before sharing information in this way.

Necessary for the performance of a task carried out in the public interest: duty to safeguard people within the University environment.

We can only process this type of information where it falls into one or more of the paragraphs in Schedule 1 to the UK Data Protection Act 2018. The relevant paragraphs are:

party accommodation partners. By providing the information you consent to its use

- Culture

  We issue regular mailings to those interested in music and art activities and events. Separate privacy information will be provided in those communications.

  With your agreement, we will share your data (including your contact details and information about your musical interests) with music tutors to facilitate the arrangement of music tuition.

- SportBU

  Separate privacy information will be provided when you access SportBU services and facilities. Communications may be sent to you about the existence or scope of SportBU services as described in the Communications section below.

- BU Careers & Employability Service

  Information you provide will be processed for the purposes of responding to any specific enquiries you make, providing any specific services or support requested and carrying out internal analysis of the use of the Careers & Employability Service. Much of the information and support available from this Service can be accessed through the online MyCareerHub system: to use this system you will be asked to set up an individual account using your BU login and password information. Further privacy information about the processing of your information through MyCareerHub will be provided at this point.

Consent: this means that you have agreed that we can use your data for this specific purpose.

  Necessary for legitimate interests pursued by BU: providing support and additional services to students as part of the higher education experience

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Externally, BU is required to make a range of reports to OfS. These include reporting on
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OfS to appraise v ((š] À v • • } (h [• š Z] v P v Œ • Œ Z
BU may also be asked to provide similar reports to the UK Government (Department for Education) and other public or government bodies or agencies.

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education and research

We process your contact data to facilitate and manage m( )TjETQq0 0 05.18100 Tz 3 Tr 05.18100i44

core BU offer to its students. It enables you to make informed choices about accessing specific services or experiences available to you as a BU student.

If you are resident in accommodation booked through BU Accommodation Services, you will receive information about ResLifeBU events and activities, as access to these services is covered by your rent payments.

Necessary for the performance of the contract between you and BU

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Necessary for legitimate interests pursued by BU, i.e. enabling access by students to all services and facilities available to them as a higher education student and ensuring a safe environment

(e) Administration, Compliance & Systems

x Finance and payments

If you make payment to us by card through our online payment gateway, this system uses up-to-date security authentication tools. Personal details you provide during the payment and authentication process will be used only for the purposes of processing your payment. Your bank may separately require you to use two

loan to you. This will include information about your course

right to require information in relation to a specific situation. We will only share information with third parties where satisfied that the sharing complies with the data protection laws.

- Pa / id

We do not usually share your personal information with your parents, guardians or other family members unless we see appropriate evidence that you have expressly agreed to this (this would normally mean a signed written statement of your consent). Under the data protection laws, only the relevant individual has legal rights to access and control the use of their personal data (identifiable information relating to them). Parents/guardians do not have automatic rights to [illegible] specific status or rights in relation to BDC 32qA1 Tf7q 0 0 595.32 8f3 (o)5(y)7 (share)9 (y)-3 (o)5 (u)3 g 1 (app)5 (ro) g /TT0(o)re/TT

behalf of BU. Where it cannot link your details to a SUBU member account the SUBU website may also offer you the option to become a SUBU member. The data shared through this automatic link is used only for these purposes and within the SUBU system, and is not viewed by or accessible to any SUBU staff. After we share your data SUBU will be responsible for compliance with data protection law in relation to its processing of that data. SUBU will contact you direct regarding your membership and to provide you with access to SUBU systems and services. SUBU will provide you with separate privacy information about how it will process your data for its purposes.

- Necessary for compliance with a legal obligation on BU: its obligations under the Education Act 1994 as to governance of SUBU and protection of the interests of students who opt out of SUBU membership.
- Necessary for the performance of a task carried out in the public interest: the (µ v š] } v • } (h v ^ h h µ v Œ š Z µ š] } v š íõõðU] v function of representing students
- Necessary for legitimate interests pursued by BU and SUBU: efficient and effective management of membership by SUBU, facilitating the fulfilment of • š µ v š • [Œ] P Z š µ v š] } v • š µ u v š Œ] ‰ ting the interests of students.

When you book your place at a BU graduation ceremony, you will be asked whether you agree to your name being passed to SUBU for inclusion in relevant graduation merchandise.

- Consent: you have agreed to this processing

Bournemouth, Christchurch & Poole Council: Council Tax and electoral purposes

We automatically provide information about you to Bournemouth, Christchurch & Poole Council (BCP Council) for two purposes: to enable the Council to manage and apply the Council Tax exemption which applies to properties solely occupied by students, and to assist it with management of the Electoral Register.

In December each year we provide BCP Council with the names of all of our students, toget Z Œ Á] š Z š Z ‰ Œ } P Œ u u } • } (Z • š µ v š [• } µ Œ • v š end date of the student's programme of stide 841.9ns394 33idt03TJET(ram)7 (m)6 (e)7 (o)-5 (f st)-3-4 (id)513

We will also share your information (including name and address) with Bournemouth, Christchurch & Poole Council where this is requested under their statutory powers for the purposes of environmental protection (e.g. noise abatement issues).

More information: Depending on the nature of the situation which has arisen, sharing with the emergency services could include sharing information with the police, National Health Service organisations and the Fire Service.

provider and entering into a contract with them which applies protections of the same type and level required by data protection laws within the UK;

Where you are based outside the UK in a country which is not subject to an adequacy decision, and we need to send you emails or other communications which are necessary for the performance of our contract with you or for implementing pre-contractual measures which you have asked us to take (e.g. processing your application or enquiry). In these circumstances the data protection laws say that transfer is permitted; or

With your consent.

7. Retention: how long will we keep your data for?

We have given information in sections 4 and 5 about the length of time for which we will keep your personal data in connection with some categories of processing/data. BU is undertaking a review of its retention policies and future versions of this Notice will contain