

# Maryvale Institute



## General Student Privacy Statement

### 1. Definitions

- a) Data Controller – the entity that determines the purposes, conditions and means of the processing of personal data, ie. the Institute.
- b) Data Officer – the individual appointed within the Institute responsible for overseeing the data protection strategy and implementation to ensure compliance with GDPR requirements, ie. the Institute Academic Registrar.
- c) Data Processor – the person or persons who process data on behalf of the Data Controller, ie. Institute administrators.
- d) Data Subject – a natural person whose personal data is processed by a controller or processor, ie. you, the student.

### 2. Introduction

2.1. Under the Data Protection Act of 1998 and the General Data Protection Regulation which comes into force on 25<sup>th</sup> May 2018, Maryvale Institute (we, us, our) is classified as a data controller. As such, we are legally responsible for personal and sensitive data we collect and hold about our students (you, yours). Personal and sensitive data is defined as:

2.1.1. Personal data - any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

2.1.2. Sensitive data - information relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

2.2. As a data controller we have a responsibility to inform you of what data we collect, why we collect it, what we do with it and how long we keep it.

2.3. We collect and store student data from the point of initial enquiry, application, during study and after graduation. The data is kept for the minimum period necessary and then destroyed (deleted or shredded) as appropriate.

### 3. From enquiries

- 3.1. From the point of enquiry we collect personal data in the form of: name, address and contact details. This data is essential to enter into or fulfil a contract (6(1)(b))<sup>1</sup> to provide you with the information you require to help you to make an informed decision with regard to applying for one of our programmes.
- 3.2. Your consent will be sought to retain this information in order to contact you to offer assistance with the application process or further information. You may withhold your consent.
- 3.3. The data is held for the current academic year + 1, after which, if you have not applied for a programme, all details are deleted.

### 4. Application process

Through our application forms we collect:

- 4.1. Personal data, in the form of: name, address, contact information, date of birth, gender, photograph, current or previous occupation, work experience, hobbies, education and qualifications, nationality and, if from outside the EU, passport number and study/residence permit(s) and standard of English.
- 4.2. Sensitive data, such as details of medical conditions or disabilities, which will be revealed only to the Disabilities Support Co-ordinator and will only be shared with others with your consent.
- 4.3. Applications to our HIRS programmes require information about your ecclesiastical status; for the purposes of data protection this is considered sensitive data.
- 4.4. Our bursary application forms ask for a statement of personal circumstances, which will be revealed only to members of the Bursaries Committee in the process of decision making.
- 4.5. All of the above data is essential for the entry into and performance of a contract with you (6(1)(b)). The information is required to assess your suitability for the programme for which you are applying and what additional support you may require. Your consent to collect and hold this information will be sought through the application form.
- 4.6. If your application is unsuccessful the data will be kept for 6 months after completion of the round of admissions to the programme to allow time for appeal against the decision.
- 4.7. If your application is successful the data will go on to become part of your student file – see “During study” below.

### 5. During study

- 5.1. We hold name, address and contact details on the Institute database, to enable us to make contact with you as necessary.
- 5.2. We hold the personal and sensitive data as listed above, to facilitate the performance of a contract with you.

---

<sup>1</sup> See page 5 – Lawfulness of processing conditions  
May 2018

- 5.3. We also hold details of assignment marks and examination marks as a record of your academic progress.
- 5.4. We keep a record of submission dates and record of attendance at residential\*;
- 5.5. We hold a hard copy file on all students studying all or part of our programmes. Typical contents of this file would be:
  - Your application form and the data within, including references and transcripts from previous educational institutes;
  - Copies of official communications between you and us, including end of year results;
  - Marks and academic progress data;
  - Documents relating to appeals, complaints or disciplinary matters;
  - Course work\*;
  - Examination entry forms\*;
  - Record of awards;
- 5.6. All of the above are held for the purposes of academic administration and to facilitate your education and use of any support services. All, with the exception of those marked \*, form your semi-permanent file and are retained for 6 years after your completion of study (in accordance with statutory limitations on action). This file is held as a record of your performance as a student, to respond to requests from future employers and/or Higher Education Institutes (HEIs) for references. The records also allow us to monitor and report on Institute performance.
- 5.7. Course work\* - an anonymised sample of student work is retained by review period (5 years) as evidence of academic standards and marking patterns, to be viewed by inspectors and (re)validation panels. The remainder of the work is kept for 6 months after the relevant examination board, to allow for challenges and then shredded or deleted; this includes recordings of oral examinations. Permission may be sought from authors of exceptional work to share anonymised copies with other students as exemplars. A copy of each undergraduate, postgraduate dissertation and doctoral thesis is kept as a permanent record of scholarly achievement and research.
- 5.8. Library records – records of book loans are kept until the book is returned. Records of inter-library loans are kept for one year after the return of the loan.
- 5.9. We are required to keep records of financial transactions for a minimum of the current year plus 6 years.

## **6. Virtual Learning Environment (VLE)**

- 6.1. We use name, email address, student ID number and course details to create user accounts for the Institute's Virtual Learning Environment (VLE), which facilitates student access to online course resources.\*
- 6.2. For research students only, we store name, email address, course details and progress logs (interactions between students and supervisors) on Maryvale's Research Student Area.
- 6.3. For undergraduate and postgraduate students, we use name and email address to create user accounts for TurnitinUK, Maryvale's online marking and anti-plagiarism detection service. Please note that TurnitinUK is a third party, subscription-based service and, as such, has its own Privacy Policy, for which Maryvale cannot be held accountable or responsible.

- 6.4. For all students, as and when relevant to course, we store name and email address on GoToWebinar, to enable access to lecture recordings and webinars. Please note that GoToWebinar is a third party, subscription-based service and, as such, has its own Privacy Policy, for which Maryvale cannot be held accountable or responsible.
  - 6.5. Data which is required to perform a specific task, such as examination entry forms\*, assignment submission dates and records of attendance at residenceals\*, are retained short term in case of queries and then destroyed at the end of the following academic year.
7. Completion of studies and beyond
- 7.1. On completion of your studies, whether through graduation, withdrawal or exclusion, your student file will be archived as a “semi-permanent” file, as mentioned above. After the required 6 years, the content of the file will be destroyed, with only the minimum of data retained as a permanent record, that being: name, date of birth as a reference point, list of modules completed and marks awarded. This is retained in order to provide transcripts and references in the future (6(1)(e))<sup>2</sup>.
  - 7.2. Your award and classification will be published in our award ceremony booklet. You may, if you wish, withhold consent for your name being published when you respond to the graduation invitation. Copies of the award ceremony booklet are kept as a permanent historic record (6(1)(b)).
  - 7.3. You will be contacted within 12 months of your graduation to seek your views of the Maryvale experience and to ask how you have gone on to use your knowledge and skills (6(1)(e)). The survey will be anonymised. Responses to the survey will be kept until the analysis of the responses has been completed. The outcomes and analysis will be kept for a full review period (5 years).

## 8. Alumni

In common with all HEIs, we like to maintain an alumni to stay in contact to support the work of the Institute through promotion and fundraising. Following the graduation ceremony you will be given the opportunity to ask for your information to be removed from the alumni list. If you choose to be part of the alumni list, you will be given an opportunity to ask to be removed through the annual news bulletin. In addition we have a group called the Friends of Maryvale (FoM), who support the activities and fundraising of the Institute. After graduation you will be invited to become a member of the FoM. Your name and contact details will be retained for as long as you wish to remain a member of the group.

## 9. Sharing data

- 9.1. Within the Institute personal data may be shared between colleagues who have a legitimate need for the information to carry out their normal duties to support your time with us; for example, personal tutors need details of your marks and progress (6(1)(a) and 6(1)(b)).

---

<sup>22</sup> There is an expectation by students, employers and Government agencies and members of the public that Universities should retain a permanent core record of student names, the modules and qualifications studied and their outcomes – *The Open University policy on the retention of student data and records, 2007, 4.2.1 May 2018*

- 9.2. More sensitive data, such as that collected through the disability declaration form, will be shared only with your express permission, in support of your learning experience (6(1)(a) and 6(1)(b) and in extreme circumstances 6(1)(d) in the vital interests of the data subject).
- 9.3. We are obliged as a condition of our validating relationships to share name, contact details, academic progress and awards with our validating bodies (they, them, theirs). This is essential to ensure your final award (6(1)(b)). You are entitled to withhold your consent for this sharing, but should be advised of the consequences of doing so, ie. unless the validating body has your details they cannot issue an award.
- 9.4. To assist in preventing immigration fraud the Institute is required to report to the Home Office details of student subject to immigration control who fail to attend as expected. We may also be required to provide the Home Office, the Police or UK Immigration with other information about our students.

## 10. Other data

- 10.1. Lectures are routinely recorded for uploading onto our website / VLE. You need to be aware that in the course of these recordings we may capture your voice; this cannot be avoided or amended.
- 10.2. Recordings are made available to students on relevant courses via the Virtual Learning Environment (VLE) for one academic year. These lecture recordings are then stored on a secure network area, accessible only to authorised staff, for historical and research purposes.
- 10.3. The recordings may be made available to future students on the VLE at the discretion of the Course Director if, for instance, if a particular lecture was deemed relevant to that year's students. Similarly, contractual reasons can be cited if, for example, a lecturer was unable to deliver their session/s and, thus, a previous year's content was made available online to fulfil Maryvale's commitment to students to provide a particular module.
- 10.4. If a lecture is deemed to be of significant academic or historical interest, the annual Redford lectures for example, it will be held as part of the Institute's archives under processing condition 6(1)(f).
- 10.5. Now and then we take photographs of the Institute's activities, including lectures and the graduation ceremony. With your prior consent, we may use photographs or videos for Maryvale's websites and social media accounts to show prospective students what we do and to advertise Maryvale Institute. We may continue to use these photos and videos after you have left Maryvale. We sometimes publish graduation and other celebratory photos in the Catholic media to tell people what we have been doing.
- 10.6. To maintain a continuing historical record of Maryvale Institute, we keep photographs indefinitely. Exceptions to this include those taken for student ID cards, which are kept for one year after graduation or withdrawal.

## 11. Your rights<sup>3</sup>

### 11.1. The right to be informed, of:

- Identity and contact details of the data controller
- The purpose and lawful basis of the processing
- The legitimate interests of the controller
- Categories of personal data
- Details of any recipient of the data (eg OU)
- Details of transfers of data to third country and safeguards in place
- Retention period or criteria used to determine retention period
- The existence of data subjects' rights
- The right to withdraw consent at any time
- The right to lodge a complaint
- The source of the personal data

This information will generally be set out in the Privacy statements.

### 11.2. The right of access

Under the GDPR, individuals have the right to obtain:

- Confirmation that their data is being processed;
- Access to their personal data;
- Other supplementary information.

### 11.3. The right to rectification

Individuals are entitled to have personal data rectified if it is inaccurate or incomplete.

### 11.4. The right to erasure

This is also known as “the right to be forgotten”. Individuals have a right to have personal data erased and to prevent processing in specific circumstances.

### 11.5. The right to restrict processing

Individuals have a right to ‘block’ or suppress processing of personal data.

### 11.6. The right to data portability

This allows individuals to obtain and reuse their personal data for their own purposes across different services.

### 11.7. The right to object

Individuals have the right to object to processing based on legitimate interest or the performance of a task in the public interest/exercise of official authority; direct marketing and processing for purposes of scientific/historical research and statistics.

### 11.8. Rights related to automated decision making and profiling

Provides safeguards for individuals against the risk that a potentially damaging decision is taken without human intervention.

### 11.9. If you wish to exercise any of the above rights, such as gaining access to your files or withdrawing consent, you must apply to the Academic Registrar, Maryvale Institute, either via email to [registry@maryvale.ac.uk](mailto:registry@maryvale.ac.uk), or in writing. You will receive a response within 40 days.

---

<sup>3</sup> Taken from the Overview of the General Data Protection Regulation – ICO, 2017  
May 2018

## 12. Lawfulness of processing conditions<sup>4</sup>

- 6(1)(a) - Consent of the data subject
- 6(1)(b) - Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- 6(1)(c) - Processing is necessary for compliance with a legal obligation, eg. submitting data to regulatory bodies
- 6(1)(d) - Processing is necessary to protect the vital interests of a data subject or another person
- 6(1)(e) - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller – reporting to the validating bodies
- 6(1)(f) - Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

---

<sup>4</sup> Taken from the Overview of the General Data Protection Regulation – ICO, 2017  
*May 2018*