

STUDENT PRIVACY NOTICE – SCHOOL OF ADVANCED STUDY

(used on portal at point of registration and available on the website)

During the registration process you will be asked to provide some personal information for our records. The statement below explains how the University will process this data. Your application data will form part of your student record. You will find data protection referred to in your terms and conditions.

As a School of Advanced Study student, you are registered with the University of London and your data will be processed by the University, a data controller under the definitions of the General Data Protection Regulation.

1. The data we collect

The University collects the following data:

- *Contact details, date of birth*
- *Academic history before the University, including references where required*
- *Financial details for fee payments*
- *Data about you generated during your time with us (study and assessment)*
- *Where relevant, information related to special exam arrangements or mitigating circumstances*
- *Data on how you access or use our resources (library, websites, virtual learning environments)*

2. What we do with your data

The University processes the information for the following purposes:

- *Managing your application to study with us*
- *Managing your time with us as a student (study and assessment)*
- *Carry out reporting and analysis on our student body to check and monitor our outcomes*
- *Telling you about other courses and services open to you*
- *Monitoring your interactions – where you appear to have disengaged with your studies, we may contact you and offer support*

3. The legal basis we use to process your data

The University has to have a legal basis for processing your data and relies on the following approach:

- *Collecting the data is necessary for the performance of your contract with us as a registered student*
- *Where you access certain optional services we will ask for your consent*
- *Holding records of your qualifications 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*

- *Providing data to relevant statutory bodies such as the Higher Education Statistics Agency (HESA) is necessary for the performance of a task carried out in the public interest*
- *Where you provide health information, for example to request special examination arrangements or raise accessibility issues we will rely on our responsibilities around the preventive or occupational medicine and assessment of working capacity*
- *Where you provide equality and diversity information we will ask for your explicit consent and use it for statistical purposes in the public interest as part of our duties to monitor equalities information*

4. How long we keep your data for

Your data will be stored for the duration of your registration. After you graduate or cease your studies we will take the following approach:

- *A transcript record of your results and qualifications will be kept permanently by the University.*
- *Your theses and formal dissertations will be kept in the University Library and will be added to repositories such as SAS Space*
- *We will retain your other academic work for as long as the time you have to make an academic appeal. When that time has passed we will securely dispose of it.*
- *We will retain other data collected on you for appropriate periods based on risk and necessity.*
- *On graduation or completion of your studies you automatically become an alumni of the University of London and a member of its Alumni Network. For further information on how your data is stored please see: <https://london.ac.uk/support/development-office-data-protection-statement>*
- *If your application does not lead to registration, we will retain your record for three years and provide periodic information and reminders about other courses and study opportunities*

5. Sharing your data with third parties

The University has to provide data to the Higher Education Standards Agency (HESA) for statutory reporting. You can view the HESA Collection notice at the following link:

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

The University may use an external contractor or 'data processor' to store or manage its data. It will process this data only for purposes specified by the University and will be bound by contract to meeting the University's obligations under the General Data Protection Regulation. Where data is passed outside the EEA, the University will take the relevant steps to ensure there is adequate protection in place.

Your personal data will not be passed to any other third party without your consent, except where the University is required to do so by law.

6. Your rights

You have a number of rights under the General Data Protection Regulation, such as the right of access to your data (the 'Subject Access Right'). For more information please see the University's

Data Protection page at the following link: <https://london.ac.uk/about-us/how-university-run/policies/data-protection-policy>

7. Finding out more

You can find out more at the University's Data Protection page at the following link: <https://london.ac.uk/about-us/how-university-run/policies/data-protection-policy>

Please sign / tick below to confirm that you have read and understood the above and agree to the processing of your personal data as set out in this statement: