



Who is my data shared with?

The University may disclose appropriate personal data, including when relevant conditions apply (Special Category Data), during or after your studies to those outside the University (sometimes called third-parties).

The below is a list of third-parties we may disclose information to over the course of your time at the University. This document complements (but does not replace) our Student Privacy Notice. For more information, regarding how your information is being processed, including your rights as a data subject, see our Student Privacy Notice available [HERE](#).

Universities and Colleges Admissions Service (UCAS)

UCAS collects your personal information to manage and support your application to higher education, which they then share with the University. This is necessary for the performance of a task in the public interest: the provision of higher education.

The University shares personal information with UCAS on your status as an applicant. This is to administer the applications and clearing process which is part of the process of forming a contract with a student.

The Students' Union (SU)

Unless you opt out, we shall pass certain data to the SU. Details of the data transferred and the purposes are in the Data Protection Agreement between the University and the SU

It is necessary to comply with a legal obligation, which is the requirement to secure fair SU elections.

It is also part of the University's legitimate purpose in providing students with access to the Students' Union and their services, and for sporting, cultural and recreational activities.

Turnitin®

The University uses the Turnitin® UK system to help assessors check students' work for improper citation and potential plagiarism. The system creates a textual similarity review by comparing students' work against various sources. Students may therefore be required to provide a limited amount of personal information, such as name, e-mail address, course details, and submissions, to Turnitin® when using the service.

The University may authorise third parties to make direct copies of any work submitted by you for assessment, but only for the following purposes:

- assessment of your work;
- comparison with databases of earlier answers or works or other previously available works to confirm your work is original; and
- addition to databases of works used to ensure that future pieces submitted at this institution and others do not contain content from your work.

The University will not make any more copies than are necessary for these purposes. Where the University makes and keeps copies for the purposes identified above, we do not make personal data available to any third party as this is anonymised.

This information will be stored on a server based in the United States under the TRUSTe Privacy Seal. This means that the information is managed to similar standards required under the UK General Data Protection Regulation. Turnitin® explains this in its [Privacy Pledge](#).

It is necessary to perform a task in the public interest: the provision of higher education services and the need to maintain academic quality standards and integrity.

Blackboard

The University uses Blackboard as its Virtual Learning Environment (VLE). It provides a wide range of online tools and a place to upload course materials and other resources. Students automatically have access to the Blackboard system but need enrolling on the Blackboard courses they are studying. Once registered, we will share data with Blackboard.

Blackboard is a signatory of the [Student Privacy Pledge](#).

It is necessary for the performance of the contract to educate.

Research Repository

Each postgraduate student participating in research will be set up with a profile within the University's research repository 'Pure'. The University will set students up with access to a profile where they are able to upload their research.

Students can also choose to input additional information onto their profile such as qualifications, research history and a photograph.

Southeast University Library Shared Services Partnership (Library Services)

The partners of our library services are Canterbury Christ Church University, the University of Kent, and the University of Greenwich. We work together to provide advanced modern, joined-up, reliable and cost-effective Library and IT related services. We are streamlining our library operations to deliver high-quality library services.

The partnership facilitates share our library operations and information management. It supports improvement in all aspects of library services across the universities, including searching for and ordering titles for the daily benefit of those using library services.

To provide the service, we must process a limited amount of personal data, including information on any disability.

It is part of the University's contract to educate by providing access to learning resources.

Sponsors, loan organisations and scholarship schemes

If you have a sponsorship, scholarship, bursary or loan, the University may disclose student personal information to the relevant provider to determine whether support should continue.

If your funding organisation requires regular progress reports as a condition of your receiving funding, we will generally provide this information. You should contact your funding organisation in the first instance if you have any queries about such reports.

It is in the legitimate interests of the University to enable students to continue with their studies.

Debt recovery

We may disclose personal information about students to third parties attempting to recover debt on behalf of the University where internal procedures proved unsuccessful. It includes sharing information with Debt Collection and Tracing agencies.

Payments are due to the University as part of our contractual relations. The disclosure is part of the enforcement of the contract.

Higher Education Statistics Agency (HESA)

The University has, by law, to pass personal information to the Higher Education Statistics Agency (HESA). On 4 October 2022 HESA merged with Jisc. HESA is now part of Jisc. Jisc provides information about who they are, how they process personal data and for what purposes and individual rights in relation to personal data. This information is provided in HESA's collection notice. You can find more specific information [here](#).

Local Authorities

The University may disclose your personal information to Council Tax offices. The UK GDPR and Data Protection Act 2018 allows organisations to disclose information to relevant bodies to assess and collect taxes.

Students who live in properties occupied solely by other students are not liable to pay Council Tax. Such disclosures will usually be in your interest.

We have agreements with some councils that pay students' accommodation, including care leavers. We are required to provide the council with an invoice which shows the student's name/ID and full accommodation details.

Other Statutory Disclosures

The University has other statutory obligations under which it must pass personal information relating to you to certain external agencies to meet legal obligations.

Wherever possible, the University will inform you about these disclosures, but in some cases, it is impossible to do this. These are examples of the types of agencies to which the University has a statutory obligation to disclose personal information relating to students

- Quality Assurance Agency (QAA) during quality assessment exercises
- Office for Students (OfS)
- European Audit Commission (for specified courses)
- Student Loans Company (SLC) and Student Finance England for students eligible for a fee, loan, or grant payments
- Electoral Registration Officers
- Professional and regulatory bodies

Placements

For students registered on courses involving placements, the University will pass necessary personal details and information relating to assessment to the placement providers. In addition, we will receive information from the placement provider about your work on the placement.

The purpose of disclosing this information is to administer the placement and for educational and assessment purposes. It is part of our contract to educate.

Partner Institutions

Some students undertake studies at another UK-based or international partner institution. We collaborate with these partner institutions to deliver joint franchised, dual or validated awards. The university shares information with our partners for students studying at these institutions. It is part of our contract to educate.

Further information is available in the privacy notice of the partner institution.

National Student Survey

The University has, by law, to pass information about its final year undergraduates to the Office for Students (OfS), or its agents, for them to carry out the National Student Survey (NSS). This survey gives final-year students the chance to provide feedback on their experiences at the University and inform prospective students' choices. There is a detailed description on the [National Student Survey website](#).

The University will pass your name and contact details to the agent carrying out the survey. The agent may contact you to take part. You do not have to take part in the survey. You can opt out at any time before taking the survey by contacting the agent and providing verification of your identity by confirming your date of birth.

Study Activities outside the UK and students from outside the UK

Some students are on courses that include studying outside the UK or who come to the University as visiting and exchange students. There is a need for the University to exchange personal information with institutions in other countries involved in these exchanges. For instance, students on visiting and exchange courses may require the University to supply information. The University will also receive information about students' progress at other institutions. There may be requirements for providing information to some bodies that fund visiting and exchange students. It forms part of our contract to educate.

You should be aware that some countries outside the UK do not have the same types of safeguards in place for data protection.

Prevention or detection of a crime

The University might provide information under the Data Protection Act 2018 if the disclosure is for the prevention or detection of a crime, the apprehension or prosecution of offenders, or for taxation purposes.

The University might provide information to the police or another organisation with crime prevention or a law enforcement function. It might include, among others, the anti-fraud sections within the Student Loans Company, local authorities, the NHS Bursary Unit, NHS counter-fraud offices, and United Kingdom Visa and Immigration (UKVI).

Immigration Status

The University shares information on overseas students with Home Office, UKVI and other international and national governmental and regulatory bodies. It is in connection with the assessment of a student's immigration status.

It is necessary for compliance with legal obligations: immigration status. It is also necessary for performing a task in the public interest: compliance with immigration requirements.

Auditors

Like all other organisations, the University has a legal requirement to be audited. The University appoints external and internal auditors who have access to students' data during their investigations.

Auditors treat personal information in confidence and will not share any information viewed within an audit.

University Insurers

If you have a claim against the University, we may have to provide information to our insurers. It is a legitimate interest in managing insurance claims.

Health and Safety Executive

If you are involved in an accident, incident or near miss on or involving University property, it may be necessary to pass your details to the Health and Safety Executive (HSE) as it is a legal requirement.

External examiners

We share student assessments, including profiles of marks, with external examiners for examination.

It is necessary for performing a task in the public interest: the provision of higher education and the maintenance of academic standards.

Parents, guardians, other relatives, friends, and trusted contact

The University treats information concerning you as a student as confidential. We ask all students to provide trusted contact information each year at registration. Usually, a trusted contact will be a parent, partner, family member, carer or guardian.

We only make contact with your trusted contacts in serious or critical circumstances. We do not use trusted contact information to tell someone about your studies at the University. We only use it if we have a concern relating to your health, safety or welfare of yourself or others.

For more information, read our [Trusted Contact Policy](#) and our [Trusted Contact Privacy Notice](#).

References

After you have finished your studies, the University may disclose relevant additional information about you if a third-party asks to provide a personal or academic reference for employment or further study.

As a matter of good practice, you should inform people you give as a referee beforehand.

If you named the University or any member of its staff in an application, the University considers it in its legitimate interests to disclose personal information in the form of a reference. It is subject to your rights, freedom, or interests.

In some cases, we may receive requests for references on pro-forma you signed to permit us to disclose information as a personal reference.

Employment agencies, prospective employers and third parties requesting confirmation of awards

However, the University may confirm any award, including the date and classification of the award, without notifying the student in the public interest. We need your personal data to enable us to perform a task in the public interest as an award-making institution.

Such a disclosure would be subject to a check on the origin of the request. The University may request the consent of former students before disclosing details of any award.

Digital Certificates

The University uses the online platform Digital Certificates to issue certificates and facilitate the provision of replacement certificates to graduates. Personal data relating to your official transcript and final grade is held on Digital Certificates indefinitely.

Students automatically have access to Digital Certificates through Single Sign On. Alumni are required to pass an identity check in order to register for an account.

It is necessary for the performance of the contract to provide a certificate on completion of a course.

Award Ceremonies

Names appear in the official award ceremony programme and promotional material connected with the ceremony.

You may request to have your information excluded by contacting Graduation & Registry Events in advance of the ceremony.

You should contact Graduation & Registry Events regarding this matter when you receive an official invitation to a ceremony.

Careers

The University has by law to pass information about previous graduates to the Higher Education Statistics Agency (HESA), or its agents, for them to carry out a destinations survey as part of the Graduate Outcomes record. This survey takes place approximately 15 months after you complete your studies.

The University will pass your name and contact details to the agent carrying out the survey. The agent may contact you to take part. You do not have to take part in the survey. You can opt out at any time during the fieldwork period by contacting the agent and providing verification of your identity by confirming your date of birth.

The data collected from the survey will be analysed by HESA and published in an anonymised form so that your responses cannot be identified. A copy of the survey data will also be provided to the University and analysed to inform improvements to courses and student support around life skills, careers and employability.

There is further information for students about the Graduate Outcomes survey on the HESA website.