

## **Statement on the Use of Personal Data relating to Common Awards Students**

### **How and why does the University use personal data:**

The primary purposes for which the University processes information about Common Awards students include:

- Administering study, such as recording of achievements, determination of award and verification of awarded qualifications post-study.
- Monitoring students' academic progress, including requests for concessions or consideration of serious adverse circumstances.
- Where a student chooses to make use of the University's complaints and academic appeals processes, the University will process personal data necessary for the purpose of administering the case.
- Providing facilities, such as the Durham campus card and library service
- Where a student chooses to attend a University event (such as the Common Awards Student Conference or Graduation).
- To invite students to participate in student surveys and, where students choose to participate, to support analysis of student survey responses.

### **Lawful Basis**

Contract – the University will process student data to enable it to meet its commitments to Theological Education Institutions (TEIs) and students (e.g. for the provision of Campus Cards and Library Services)

Public Task: the University is an educational establishment and, in particular, its educational activity is conducted in a public interest (e.g. processing of permanent records of student achievement).

Consent – on specific occasions the University will only process certain data with explicit consent (e.g. Student Survey responses).

### **What personal data does the University process:**

The information processed by the University is provided by TEIs; students do not normally provide personal data directly to the University. Students provide this information at application, enrolment and during their studies at the TEI. Not all the information students provide to their TEI will be passed on to the University. The following information is shared with the University via the TEI:

- Full name
- Date of Birth
- Gender
- Assessment results
- If applicable, details of concessions and accreditation of prior learning requests and serious adverse circumstances

The University processes personal data provided directly from students if they choose to attend a University event (such as the Common Awards Student Conference) or the University's Graduation Ceremony. The following information is collected and processed by the University:

- Full name
- Address
- Contact details
- Participants at these events may be given the opportunity to indicate individual requirements, e.g. those pertaining to diet or mobility. This information will be processed only to ensure that these requirements are taken into account and will not be used or stored beyond that single event.

The University processes personal data provided directly from students if they choose to submit an appeal or participate in a student survey. In such circumstances, the information provided will be determined by the student.

### **How is personal data stored:**

Student data is held in core student administrative systems (University's student records system, Banner; the University Alumni Relations system, Raisers Edge; CIS systems – duo, DUND and the data warehouse; and the Library records system,; Common Awards electronic storage systems) with access to each system limited to approved University staff members.

### **How long personal data is held:**

The University keeps personal data for as long as it is needed for the purpose for which it was originally collected. Personal data is kept, deleted or archived in accordance with the [University Records Retention Schedule](#).

### **Sharing of personal data:**

The University is required to share personal data with certain other organisations in order to meet statutory requirements or to provide services to students. Sharing will always be undertaken in line with the requirements of data protection law, either through the consent of the individual, or another relevant legal gateway. The personal data that is shared will always be limited precisely to what the other organisation needs to meet its requirements or deliver its services.

The information below outlines the key organisations or individuals with whom the University shares personal data with:

- External Examiners for examination, assessment and moderation purposes
- The Office of the Independent Adjudicator to review student complaints

The University is also subject to external review by regulatory bodies (e.g. The Quality Assurance Agency; Office for Students) and thus has a statutory requirement to disclose students personal data if requested.

The University is required to share some personal data with TEIs. The University is required to generate a unique Banner ID for all Common Awards students. This unique Banner ID will be shared with TEIs and students.

In instances where students have requested consideration of accreditation of prior learning, serious adverse circumstances or concessions, outcomes of the University's consideration of these requests will be shared with the TEI. Where students make use of the University's appeals or complaints processes, appeal or complaints forms will be shared with TEIs as part of those processes.

The University will also share the outcome of the University's Common Awards Board of Examiners with TEIs to share with students.

### **Common Awards Student Survey**

Common Awards students are asked by the University to participate in an annual Common Awards Student Survey (CASS). Students are given details of the location of the online survey tool used by the University. The University may partially pre populate survey fields with student details in advance of the survey going live. Individual participants cannot be identified in the results that the University provide to the TEI, or in reports produced analysing the results. Students have the opportunity to opt-out at any time. Currently, the CASS is hosted via JISC Online Surveys. For more information please see the [Privacy Statement](#) of Jisc Online Surveys. The University also maintains a separate Privacy Notice for the CASS.

### **Visual Images**

Common Awards students can request a Durham University campus card. In order to do so, students are required to provide a digital image of themselves to CIS for reproduction on their University campus card, which will be used for the purpose of identification. The digital image may also be attached to electronic student records that can be viewed by any member of University staff.

The University may commission photography on campus or at specific events, such as award ceremonies, for use in its promotional material. Students may appear on the resulting images, and the resulting images may be published.

### **Further Information:**

Any queries about this document should be directed to the Common Awards Team in the first instance ([common.awards@durham.ac.uk](mailto:common.awards@durham.ac.uk)). Further information about Durham's approach to data protection is detailed in the University's generic Student Privacy Notice (<https://www.dur.ac.uk/ig/dp/privacy/pnstudents/>).