

Student Fair Processing Notice

Cardiff Metropolitan University will only process information about you in accordance with data protection principles as set out in the General Data Protection Regulations 2018.

In particular we will:

- Ensure that we process your information lawfully, fairly and in a transparent manner.
- Only process your information for specified, explicit and legitimate purposes
- Take steps to ensure the accuracy of the information. You are responsible for notifying us of any changes to your personal details
- We will retain your full student record for as long as you are a student at Cardiff Met and will, thereafter, archive a basic record in line with our internal Records Management procedures.
- Respect your rights in relation to the information we hold, including the right of access and the right to prevent the use of your data in certain circumstances. Further details about your rights are available on our [website](#)
- Take appropriate technical and organisational measures to ensure the security of your data.
- Only process your information outside the European Economic Area if we have your consent, including publishing it on a website

The information that you supply as part of the enrolment process, as well as the information already gathered during the admissions process and information subsequently gathered and created by Cardiff Met will be used to:

- Administer your studies at the University, including information relating to attendance, academic progress, assignments and examinations and appeals
- Administer financial systems and accounts
- Administer quality assurance processes
- Administer procedures relating to complaints and discipline
- Submit assignments to the plagiarism detection service TurnitinUK (This may hold data outside the EEA and further privacy information can be found on their website. http://www.turnitinuk.com/en_gb/privacy-center/privacy-pledge)
- Provide access to and maintain the security of Cardiff Met campuses, including producing your ID card and providing CCTV coverage
- Administer accommodation services, as appropriate
- Administer access to IT and Library facilities
- Provide access to university services
- Advertise and promote Cardiff Met and the services it can offer (subject to your consent)
- Establish your membership of Cardiff Met Students' Union
- Administer award ceremonies, including publishing details of awards
- Complete the Destination of Leavers from Higher Education survey
- Maintain alumni details and publicise and carry out alumni activities
- Statistical processing of aggregated student data by the University, or by institutions with which it is in collaboration, which may include supporting internal and external research projects in the public interest, where the University is satisfied that this will have no impact on the individuals, and that the risk of those individuals being identified is small or non-existent.

The personal data processed for the above purposes can contain "Special Category" data as defined under Article 9 of the General Data Protection Regulation 2018. This could include one or more of the 9 protected characteristics as defined in the Equality Act 2010. (For example, ethnicity, sexual orientation, religious beliefs etc.) This would be obtained for equalities monitoring purposes.

Information may also be used for other purposes as set out in our Notification. This can be found at the following link. <http://www.cardiffmet.ac.uk/about/structureandgovernance/Pages/Data-Protection---Records-Management.aspx>

Cardiff Met staff and agents will be able to access information about you only if they have a legitimate need for that information. Information about students, including confirmation that an individual is enrolled as a student, will not be disclosed to an individual or organisation outside Cardiff Met, except in certain circumstances. This would include:

- Higher Education Funding Council for Wales and the Quality Assurance Agency
- Higher Education Statistics Agency – mainly for the production of statistics. For further information please see the HESA collection notice at www.hesa.ac.uk/collection-notice
- Organisations or their agents that may be contracted to carry out the National Student Survey or other surveys
- Cardiff Met Students' Union
- Student Loans Company
- Local Education Authorities
- Local Council departments that are responsible for assessing council tax and
- The University will provide lists of students together with other identifying data (such as addresses) to the local Council in order to assist with the registration of students under the individual electoral registration system (IER). Students will not become registered directly through this process, rather it is intended to help the Council identify individuals who are entitled to vote. Students should check with the Council's Electoral Office to ensure that they are on the electoral register.
- DBS Checks
- Employers and other sponsors – where a contract exists and in accordance with the terms of that contract. Information will not normally be disclosed to an employer or parent who may be paying your fees, but with whom no contract exists, unless you have consented
- Placement providers – where this is necessary
- Turnitin or other plagiarism detection service
- Examining bodies
- In the most exceptional of circumstances, such as in the event of a serious medical problem or in the interest of a student's vital interests, personal data may be disclosed to a nominated contact, National Health Service representatives such as Ambulance crews, General Practitioners, Community Mental Health Team, Social Services or to the police whichever is deemed the most appropriate.
- Graduation information will routinely be made available outside Cardiff Met, although you can ask to have your details excluded
- Potential employers or providers of education – where Cardiff Met, or a member of staff at the University, has been given as a referee
- Organisations such as the Police, Social Services, Department of Work and Pensions, UK Borders Agency that have a role in relation to preventing and detecting crime, apprehending and prosecuting offenders, collecting tax or duty or in relation to national security.
- Data Processors who are processing data on behalf of Cardiff Met

Your Responsibilities

- You have a responsibility to keep your personal details up-to-date and inform us of any changes if necessary.
- During the course of your studies you may have access to personal information about others. You are expected to treat this in a responsible and professional manner and are legally required to do this under data protection legislation, as well as any professional ethics or codes of conduct.

You should not seek to obtain the personal information of third parties if you are not entitled to it. All requests for information about students generally or about an individual student in particular, will be carefully considered on a case by case basis. Information will only be disclosed if the legislation (General Data Protection Regulations, Freedom of Information Act, etc) allows us to do so while still adhering to relevant University policies that ensure we meet our duty of care obligations. Full consideration will be given to your rights and interests. Wherever necessary we will ask for your consent before disclosing information.