



# Department of Administration

## **Data Protection and GDPR**

### **Student Privacy notice: prospective, current and former student data**

The International Faculty needs to hold and process personal data relating to its students: (a) in order to keep proper records, provide support and guidance to students and monitor academic progress; (b) in order to both run the business and activities of the International Faculty, and (c) in order to fulfil our legal obligations.

We hold financial, sponsorship and fees data so that we can invoice students correctly and record payments; information on health and disability so that we can properly support students; academic information so we can track progress and provide appropriate learning and teaching support and opportunities; information related to employability and career opportunities.

In addition, the International Faculty needs to hold and process personal data relating to those seeking to become students (prospective students and applicants), in order to support and guide prospective students, assess academic suitability for admission, and facilitate the admission process, including assessing their academic records and achievements from previous and other studies, keep track of their visa and residence permit applications and relevant procedures and documentation (for International students).

The International Faculty takes the security and integrity of all the personal data it holds very seriously. We have an Information Security Policy and specific staff is trained in Data Protection. We believe our systems are secure. We do not release information about students to any third parties outside the International Faculty unless we have a legal obligation to do so, or in very specific and limited circumstances; which are listed below. We do not release information about students to others except this derives from the contractual agreement (Terms and Conditions upon Acceptance of an Offer) which in this case might be family members or fee payers and financial sponsors, and additionally in very serious emergency situations.

The handling of personal data is controlled by the General Data Protection Regulation (GDPR) and associated legislation. The International Faculty is obliged to provide you with the following information which explains in detail how and why we are processing your personal data and explains your legal rights. General information on Data Protection law is available from the Department of Administration at: [acadreg@citycollege.sheffield.eu](mailto:acadreg@citycollege.sheffield.eu)

**Data Controller:** The University of Sheffield International Faculty CITY College

**Supervisory Authority:** Hellenic Data Protection Authority



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## **How and why we are processing your personal data and your legal rights**

### Categories of information

Personal information, contact details, residency, nationality, educational history & background, employment history, reference letters, supporting statements, disabilities, corresponding address, parents/sponsors contact information, immigration data and documents for visa and residence permit, student's progress and attendance data, academic information during the studies, financial/banking data.

### Special data

'Special categories of personal data' which the International Faculty keeps in records are defined as information relating to the following:

- Racial or ethnic origin
- Health (or health conditions/disability)

The International Faculty may use this data, but only in specific and restricted circumstances, and always in accordance with Article 9 of the GDPR.

### Sources of information

- Provided by students
- Agents and recruitment consultants
- Partner institutions
- International Faculty's appointed insurers and brokers
- Financial Sponsors
- Research Councils

### Purposes of processing

Information provision according to contractual agreement and legitimate purposes. Applicants/Students assessment, academic management/progression, document administration, academic performance review, debt attendance, equal opportunities monitoring, payment processing, legal and statutory compliance, student records management, academic support, careers service activities, students' service activities.

### Legal basis for processing

The processing complies with the General Data Protection Regulation following the legitimate purposes and principles of processing personal data.

### Transfers outside the EU

The International Faculty transfers student data outside the European Union.



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This applies:

- a) in relation to those students who are applying to study at the International Faculty and are from countries outside EU. In order to properly administer their applications and provide appropriate support, the International Faculty will share personal data with partner institutions or offices or recruiters/consultants located in the specific countries. The legal basis for these transfers is contained within clause 6(1)b and c(1)f of the General Data Protection Regulation; and
- b) sharing of information with outside EU agents, sponsors and embassies, consulates or relevant public authorities (Article 61.(a)); and c)

## Retention periods

The International Faculty needs to be able to confirm who has been a student; whether they have successfully completed their studies or not, and needs to be able to do this for all previous years. Therefore, certain information about former students will be retained permanently. Documentation relating to students will be retained for six years after the completion of studies.

## Access rights

You are entitled to a copy of all the information the International Faculty holds about you, although you may not be able to receive information which identifies or relates to anybody else. If you would like a copy of your records, please contact the Department of Administration at: [acadreg@citycollege.sheffield.eu](mailto:acadreg@citycollege.sheffield.eu) In order to help us provide you with the information as quickly as possible, it would be very helpful if you could provide us with as much information as possible, particularly if you can specify which sort of information you are interested in. You will be required to provide proof of identity, such as an official public document (state ID or passport), photograph and a signature.

## Portability

You have the right to move your personal data to another data controller. However, this right is limited to the following circumstance:

- data which you have provided directly to the International Faculty yourself
- data which is used in order to fulfil a contract or is in preparation for a contract
- the data is automated (ie this right does not apply to paper records).

In order to exercise this right, please contact the International Faculty's Department of Administration.

## Erasure (right to be forgotten)

The rights of erasure (the right to be forgotten) does not apply to student data held by the International Faculty. However, any personal data held solely for the purpose of



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marketing can be erased. In order to exercise this right, please contact the International Faculty's Department of Administration.

### Restriction/Objection

The law gives you the right to object to processing of your personal data carried out by the International Faculty and/or to ask the International Faculty to restrict processing of your personal data. These are not absolute rights (except for the right to prevent use of your personal data for marketing and fundraising purposes) and apply only in limited circumstances. You can object to your data being used for research or statistical purposes, but not where the research is being carried out in the public interest. You can also ask the International Faculty to restrict any processing of your data if you think the data we hold about you is inaccurate. The rights of objection and restriction are complicated and each instance will be assessed individually. If you wish to exercise either of these rights, please contact the International Faculty's Department of Administration.

### Withdrawal of consent

You have the right to stop any processing which is based solely on your consent:

- advertising and promotion of the University, its goods and services
- fundraising (this does not include information relating to applications which will include information about your prospective department, opportunities to visit and scholarships).

Please contact the International Faculty's Department of Administration, or the appropriate International Faculty's department (e.g. Students Services & Alumni, Employability, etc)

### Complaints to Hellenic Data Protection Authority

If you feel that the International Faculty has not dealt correctly with your personal data you can complain to the [Hellenic Data Protection Authority](#).

### Consequences of not providing data

The International Faculty relies on having up to date and correct information about its students. Students have a responsibility to inform the International Faculty if we are holding incorrect information, and giving us a chance to put things right. The International Faculty will only ask you to provide information for which it has a genuine need. If you fail to provide any requested information, there is a chance that your records could be incorrect, or incomplete and this could lead to problems which take time and trouble to sort out.