



# **Union School of Theology Data Protection Policy; Student Fair Processing Notice; Data Protection and UST Staff**

Approved by Union School of Theology (UST) Academic Board – 17-01-2018

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This policy reflects the principles contained in the new GDPR legislation effective from 25 May 2018 onwards.

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## 1. INTRODUCTION

Union Foundation is the registered name of the organisation which will handle your data (the Data Controller). Union Foundation is variously known as, and trades as, Union, Union School of Theology, Union Research, Union Publishing and Union Mission. This policy applies to each part of the organisation.

## 2. POLICY FRAMEWORK

This policy has been developed in accordance with the following regulations, policies and procedures. This list is not exhaustive:

- [UST Student Handbook](#); [QAA 'UK Quality Code for Higher Education – Part C: Principle 3 'Information should be available and retrievable where intended audiences and information users can reasonably expect to find it the format and delivery of information should take account of](#)
- [Open University Handbook for Validated Awards](#);
- General Data Protection Regulation

## 3. POLICY

The School is committed to preserving the privacy of its learners, employees and hirers and to complying with current Data Protection Regulations. To achieve this aim, we shall process and store information about our learners, employees and other clients and contacts as follows:

3.1 Personal data will be processed fairly, lawfully and with transparency in accordance with each individual's rights under the act.

3.2 Student personal data will be obtained for educational purposes, employee data will be stored for employment purposes and hirer's data will be stored in order to facilitate the use of our premises.

3.3 We will store all data, whether manual or electronic, securely

3.4 We will collect only relevant and proportionate data, i.e. it will be adequate and not excessive.

3.5 Every effort will be made to ensure the data is accurate and, where necessary, kept up to date.

3.6 Data will not be unlawfully disclosed to any other person unless we are legally obliged to do so.

3.7 We will only transfer data within the School on a 'need-to-know' basis so that we can support all educational and employee services to the recipient.

3.8 Students and staff will be provided with a Fair Processing Notice which will set out what data is stored and the purpose for which it is being stored. The Notice will also contain details of what, if any, information will be passed to a third party and the purpose for which it will be used by them. Information that is already in the public domain is exempt from current Data Protection Regulations.

3.9 Data will be kept no longer than necessary.

3.10 Personal information on the Union Cloud (the VLE) will be reviewed and updated at the end of each academic year. This information is deleted at the end of the academic year when a student leaves the School or sooner in the case of courses that are shorter than a year.

## **4. STUDENT DATA PROCESSING FAIR PROCESSING NOTICE**

### ***4.1 PERSONAL INFORMATION STORED AND THE PURPOSES FOR WHICH IT IS USED***

4.1.1 From the moment you contact the School we will create a record in your name; this includes contact details and the type of study which interests you. This is to service your enquiry. Please see attached Data Retention Schedule for details about how long we store different types of information.

4.1.2 On receiving an application to a specific course, all the information which you have completed on your application form will be added to either a new or pre-existing record on the School database, and/or stored in a manual student file and/or in electronic files. This is to:

1. process your application;
2. provide services to you as either an applicant and/or a student (including providing such things as library and certain online facilities);
3. identify and provide additional support or specific services for students who have, for example, provided information about a disability; (We consider disclosure of this information as explicit consent to use this information for this purpose);
4. provide information about overseas students to the UK Visa and Immigration Department to service their visa application;
5. produce statistical information for publication to the Open University (OU), and the Quality Assurance Agency (QAA) in line with government requirements); Please note that:
  - for enquirers and those who withdraw their application or place on a BA or MTh course, only the number of people who have applied in a specific year is passed on to the Open University.
  - Statistical data passed on to the OU and the QAA is first anonymised.

6. provide information to other agencies when we are legally obliged to do so; this could include the Student Loan Company or a Local Councils regarding council tax exemption etc.
7. respond to requests for confirmation of your course status to your sponsor, if your fee or part of your fee is being paid for by sponsorship.
8. provide support for you when you have left the School by contacting you to invite your prayer requests or service your requests for information about your time at School; you will be given the option to opt out of receiving these communications.
9. contact alumni with newsletters or for fundraising purposes; you will be given the option to opt out of receiving these communications.
10. respond, at your request, to other outside agencies (e.g. with proof of student status etc. or reference applications for prospective employers or educational establishments).

4.1.3 Correspondence relating to you, fee payments and data to do with examinations, assessments and course results and qualifications and other relevant information are stored for current and past students to support our academic and other services to you.

4.1.4 Photos of you are stored in electronic files but only appear in media (including social media, websites and written and electronic publications) with your permission. You are provided with the opportunity to withhold permission for any and all photographic representations to be posted on any media. When you leave the School you are given the opportunity to give written permission for future storage and use of your image; neither will happen without your express written permission.

4.1.5 Information is stored in the School database and in student paper and electronic files. Student paper files are moved to the School archives after you have left the School. All data storage rooms are kept locked when empty and digital files are password protected.

#### ***4.2 TRANSFERRED INFORMATION***

We are required to send some of the information we hold about students to the Open University (OU). This only applies to students who are registered on courses validated by the OU. This information includes contact details, date of birth, student number, programme details and progression and award details and is used by them to support your academic and other services to you. It is a condition of registration on an OU validated course that we provide this information to them. The OU's own Data Protection Guidelines provide further information on how this information is used by them.

### ***4.3 SECURITY***

We take security very seriously. All staff are made aware of the security procedures they must follow when handling your personal information. Information is protected from unauthorised access and we are confident no one will be able to access your personal information unlawfully. We also protect information which is being transferred (e.g. password protected). Generally information you provide to us is stored on our secure servers, or on our cloud based systems which are located within the EEA. If at any time we transfer your personal information to, or store it in countries located outside of the EEA, we will ensure that appropriate safeguards are in place for you.

### ***4.4 ACCESS TO DATA***

Under the General Data Protection Regulation, you have the right to receive a copy of the personal data the School has about you. If you wish to see your files, you can send a request to the Academic Registrar [academicregistrar@ust.ac.uk](mailto:academicregistrar@ust.ac.uk).

### ***4.5 MORE INFORMATION AND ADVICE***

For more information and advice on data protection matters, contact the School Data Protection Officer, Ann Cartwright at [academicregistrar@ust.ac.uk](mailto:academicregistrar@ust.ac.uk).

## **5. RESPONSIBILITIES, POLICY APPROVAL AND UPDATING**

### ***5.1 RESPONSIBILITY***

- a) The Academic Board have overall responsibility for this policy including its approval, monitoring and annual review.
- b) All staff have responsibility for ensuring that the policy is applied in all their dealings with data held for staff, students, applicants and enquirers.

### ***5.2 POLICY AND NOTICE COMMUNICATION***

- a) This document can be found on the School website: [www.ust.ac.uk](http://www.ust.ac.uk)
- b) Every effort will be made to respond to any request to provide this policy in a different format.
- c) This policy will be included in staff and student induction and hirers of our premises will be made aware of the policy when placing a booking.

## **6. Students' Responsibilities**

It is the responsibility of the student to tell UST if any of their details change - particularly their contact details - so that we can keep their record up to date.

Students should not give out their student number or IT passwords to any other student, so there can be no chance of the number or password being abused.

### ***6.1. Consent to Hold Data***

A student needs to give their consent to Union to enable us to handle their personal data, as detailed in this policy. See Section 12 below for Consent letter. If UST finds it

necessary to obtain other data from a student, or to use existing data in a way which is not described in this consent letter, UST will obtain fresh consent.

At any time, a student has the right to refuse or withdraw consent from Union using their personal data. Union will be bound by this except in circumstances where UST is required to use or continue to use the student's data by reason of law. Refusal or withdrawal of consent must be given in writing.

***6.2 What rights do students have?***

The regulations entitle a student to obtain confirmation that their data is being processed, and to request access to their personal data which is held by Union.

Students have a **right to complain to the Information Commissioners Office (ICO)** <https://www.ico.org.uk/>, if they are concerned about the way their personal information has been processed.

**7. Data Protection Policy for Staff**

This policy describes how Union will collect, store and process the personal data of a member of staff. By staff is meant any Union employees, workers and volunteers, whether past, current or prospective.

***7.1 Data Protection Regulations***

This policy reflects in the principles contained in the new General Data Protection Regulation legislation.

***7.2 Who are we?***

Union Foundation is the registered name of the organisation which will handle your data (the Data Controller). Union Foundation is variously known as, and trades as, Union, Union School of Theology, Union Research, Union Publishing and Union Mission. This policy applies to each part of the organisation.

***7.3 What data will we ask for and how will we use it?***

Union may collect data about you by asking for some or all of the types of information shown below. We will use the data only in connection with your employment with Union.

<b>Information Union may ask you for</b>	<b>How Union will use your information</b>
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Application for Employment Form	To obtain contact details for use in connection with your application. To consider your suitability for employment.
Curriculum Vitae	To check for relevant experience and qualifications in respect of the job.
Copies of relevant academic awards	To verify the authenticity of your qualifications.
Passport, Biometric Data, Birth Certificate	To check your identity and that you are legally entitled to live & work in the UK.
Medical Questionnaire	To determine if any reasonable adjustments in the workplace are needed as a result to any disability or medical condition.
New Start Details Form	To capture the information we need to add you to our payroll, tax and pension records.
P45 Tax form or P46 Tax declaration	To calculate your appropriate tax code.

#### ***7.4 Who will Union share your information with?***

The data UST collect from you will only be shared with other parties where we have a valid reason to do so or where we are required to do so by law, in connection with your employment, as follows:

<b>The information</b>	<b>Who Union share it with</b>	<b>Valid reason</b>
Personal and contact details, national insurance number and earnings.	IRIS Payroll Business – a third party provider of payroll software.	To process payroll (salary, tax, national insurance and pension payments etc.)
Data as above	Her Majesty's Customs & Revenue (HMRC) – UK government department responsible for the collection of taxes.	To report earnings of employees to HMRC for the purpose of collecting taxes, as required by UK law.

The information	Who Union share it with	Valid reason
Data as above	SLD Wealth Management - an independent financial adviser.	To enrol in the staff group pension scheme, whether through employee choice or by way of automatic enrolment in our workplace pension scheme, as required by law.
Data as above	Scottish Widows - a pension provider	To enrol in the staff group pension scheme, whether through employee choice or by way of automatic enrolment in our workplace pension scheme, as required by law.

#### ***7.5 How long will Union store your data?***

Union will only *keep* your data for as long as we need to. Once the data has served its purpose it will be discarded. For example, once Union have used your medical questionnaire to determine if any reasonable adjustments are need to your working environment due to disability or medical condition, we will dispose of the questionnaire.

Union will only *continue to keep* your data if there is a valid reason to do so. For example, Union will need to maintain records for ongoing payroll processing, but Union will no longer need your copy passport once we have established you have a legal right to live and work in the UK, and it will be discarded.

#### ***7.6 Keeping your data securely***

When you give Union personal information, steps are taken to ensure that it is treated securely. All of your data will be safeguarded while being stored and processed by Union. All data which is no longer to be kept will be disposed of securely. Data includes

information held in paper or electronic form, and in any format such as computer files, discs, USBs, laptops etc.

Non-sensitive details such as your email address are transmitted normally over the internet, and this can never be guaranteed to be 100% secure. As a result, while Union strives to protect your personal information, Union cannot guarantee the security of any information you transmit to Union, and you do so at your own risk. Once Union receives your information, we make our best effort to ensure its security on our systems.

***7.7 What do you need to do?***

You need to give your consent to Union to enable us to handle your personal data in connection with Union employment matters, as detailed in this policy. If Union find it necessary to obtain other data from you, or to use existing data in a way which is not described in this letter, Union will obtain your fresh consent.

At any time, you have the right to refuse or withdraw your consent from Union using your personal data. Union will be bound by this except in circumstances where we are required to use or continue to use your data by reason of law. Refusal or withdrawal of consent must be given in writing.

***7.8 What rights do staff have?***

The regulations entitle you to obtain confirmation that your data is being processed, and to request access to your personal data which is held by Union.

## 8. DATA PROTECTION MONITORING FORM

Number of complaints received raised at School since last meeting	
If a complaint has been lodged: Nature of Complaint: (informal or formal):	Date complaint logged:
Description of Complaint:	
School response:	
Action to be considered to mitigate future risk?	
Any staff training to be implemented?	

## 9. Data Retention Schedule

Type of Record	Minimum Retention period	Location	Reason for Length of Period
<b>Applications &amp; Admissions</b>			
Records documenting the handling of enquiries from prospective students	Current Academic Year + 1 year	Admission Enquiries Officer – Maytas	Good practice
Records documenting the handling of applications for admission: unsuccessful applications	Current Academic Year + 1 year	Academic Registry – Maytas	Good practice
<b>General student files collated during academic career</b>			
Facts of registration and academic performance (dates of study, progression, programme of study, marks, final award etc)	Student Birth +120 years	Academic Registry – 1985–2001 Paper 2001–2014 Access DB 2014– Maytas	Provision of references and confirmation of registration/final award etc.
Diploma Supplements & transcripts	Student Birth +120 years	Academic Registry	Provision of references and confirmation of registration/final award etc.
Full student records, including documents relating to application/admission ; academic	6 years (post-completion of studies) for personal	Academic Registry	Permits school to provide references for a reasonable length of time.

Type of Record	Minimum Retention period	Location	Reason for Length of Period
achievements and conduct; transfer, withdrawal or termination of studies;	and academic references.		Also, limitation period for negligence
Programme & examination administration			
Class lists & schedules for submitting/marking work.	Current Academic Year + 1 year	Programme File - Academic Registry	Good practice.
Records documenting individual students' attendance.	Current Academic Year + 1 year	Programme File - Academic Registry	Good practice. UKVI requirement for Tier 4 students
Documents referring to coursework marks/grades and assessment.	Completion of studies + 1 year	Programme File - Academic Registry	Good practice.
Records documenting organization of student placements	Completion of studies + 1 year	Programme File - Academic Registry	Good practice.
Records documenting organization of examinations (inc. special arrangements)	Current Academic Year + 1 year	Programme File - Academic Registry	Good practice.

Type of Record	Minimum Retention period	Location	Reason for Length of Period
Pass Lists/Award Lists	Student Birth +120 years	Programme File - Academic Registry	Formal record, forms part of archive
Students' academic work			
Undergraduate Coursework (including projects & reports, all years)	Nil - handed back to student at end of academic year	N/A	
Postgraduate Taught Coursework (including projects & reports, dissertations, all years)	<p>Coursework apart from dissertations Nil - handed back to student at completion of programme</p> <p>Masters Dissertations which receive a mark of 60% or above are retained as part of the Union Repository, and held by the UST library indefinitely.</p>		

Type of Record	Minimum Retention period	Location	Reason for Length of Period
Research Theses	Maximum of 2 copies retained indefinitely	Library	
Examination Scripts from Year One	Completion of Studies + 1 year		
Examination Scripts from Year Two onwards	Completion of Studies + 1 year		
Examination Scripts for students who have withdrawn or had their studies terminated	Completion of Studies + 1 year		
Library			
Student Library Records	Until completion of study unless ongoing issue	Library	Good practice.
External User Records	Until expiry of Membership +3 months	Library	Good practice.
Miscellaneous			
Alumni Surveys	Completion of analysis of responses (unless used	Registry and Union Missions office	Good practice.

Type of Record	Minimum Retention period	Location	Reason for Length of Period
	for historical statistical or research purposes).		
External Examiner records			
Records documenting liaison with external examiners on administrative matters.	Current academic year + 1 year	Academic Administrators Assistant	Good practice.
External Examiner reports and departmental responses.	7 years	Academic Administrator	Good practice.
Student Disciplinary Records/Appeals/Complaints			
Disciplinary cases where the outcome is permanent expulsion	Student Birth +120 years		
Records documenting Student misconduct and disciplinary cases where the student was then cleared	Last action + 1 year		
Records documenting Student misconduct and disciplinary cases: with some disciplinary outcome	Last action + 6 years		

Type of Record	Minimum Retention period	Location	Reason for Length of Period
Records documenting the handling of formal complaints made by individual students against the institution.	Last action on complaint + 3 years		
Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Last action on complaint + 1 year		
Records documenting all informal and formal academic appeals and complaints by students, e.g. stage 1, 2 and 3 appeals, complaints, qualification appeals.	Last action on complaint + 6 years		
Finance & HR			
Student fee records	Delete after 7 years from last activity	Finance Office	Good practice.
Bank details of payees	Immediately when	Finance Office	Good practice.

Type of Record	Minimum Retention period	Location	Reason for Length of Period
	contact ceases		
External lecturers	Immediately when contact ceases	Finance Office	Good practice.
Staff & pension records	6 years after leaving	Finance Office	Good practice.
Donor details & TQ letters	1 year from last donation	Finance Office	Good practice.
Staff Records			
Staff contact details	As long as staff are employed	Staff records	Good practice.
Potential mentor emails and enquiries	1 year from end of active contact	Email system	Good practice.
Health & Safety			
Accident Forms	7 years	IT administrator's Office	Good practice.

## 10. Consent to use personal data letter - Students



### Consent to the use of personal data

I understand that Union Foundation is the data controller. I hereby freely give my consent to Union Foundation obtaining, storing and processing the types of personal data listed, and in the manner described, in this letter. I understand that I may at any time refuse my consent or withdraw my consent in writing.

**Name**

**Signed**

**Date**

## 11. Consent to Use Personal Data Letter - Staff



### Consent to the use of personal data (staff)

I understand that Union Foundation is the data controller in respect of any employment matters which affect me as an applicant for employment, or as an employee. I hereby freely give my consent to Union Foundation obtaining, storing and processing the types of personal data listed, and in the manner described, in this letter. I understand that I may at any time refuse my consent or withdraw my consent in writing.

**Name**

**Signed**

**Date**