

Student Privacy Notice

The University of Greenwich processes some personal data about you as a student at the University, which may include the following:

- Name, contact details, date of birth
- Application and registration data including qualifications, references, equal opportunities data, emergency contact data, criminal convictions (where required by the programme of study)
- Passport and immigration status
- Nationality
- Photo image
- Financial information
- Complaints, appeals, disciplinary and casework data
- Wellbeing, counselling, and disability data
- Learning records including marks and transcripts, reports, logs, placement data
- Extenuating circumstances and offences data
- Coursework, exam scripts, projects, dissertations
- Results and awards
- Correspondence
- Surveys and feedback
- Attendance and engagement
- Recordings of lectures, seminars etc. in which you are a participant, which we may place on Moodle
- Event registration and attendance
- Information about your use of our information and communications systems

This information will normally be obtained from you or will arise from your interactions with the University.

Retention periods of data are based on our [Information & Records Retention Schedules](#), which can be viewed on our web pages.

We process personal data about you for the following reasons:

- Student application administration and management
- Equal opportunity monitoring
- Student accommodation management

- Administration of student login, IT and identity data
- Student library and IT support and security administration and management
- Student pastoral support, wellbeing and counselling management
- To facilitate the need for reasonable adjustments
- Administration of student financial data, including student loans, bursaries and scholarships that you may receive
- Administration of student visa data, where relevant to you
- Administration of insurance, where relevant to you
- Student ambassador administration, where relevant to you
- Apprenticeship administration and management, where relevant to you
- Student participation and engagement analysis – your attendance, your participation in learning (sometimes known as learning analytics), your feedback
- For teaching and learning purposes (e.g. recordings of lectures, seminars etc. in which you are a participant)
- To assess whether cheating including plagiarism has taken place
- To monitor your use of our information and communication systems to ensure compliance with our IT policies
- To assist local authorities with voter / electoral registration
- Administration of research degrees forms and data
- Administration of higher student theses or dissertations
- Administration and management of student work, marks, results, transcripts, conferment data, award certificates etc.
- Production of awards booklets and lists
- Administration of student withdrawals, where relevant to you
- Administration of student complaints, or disciplinary cases, where relevant to you
- Legal affairs between the student and the University, where relevant to you
- Prevention or detection of crime, where relevant to you
- Analysis about leavers, data and statistics
- Assistance with student employability
- Management of student references
- Administration of DBS, safeguarding and occupational health checks
- To make you aware of events organised by your faculty or the University which may be of interest and useful for you. We may communicate with you about these by email or post, or text to your mobile phone
- Contacting your emergency contact in the event of an emergency situation relating to your immediate health and safety interests

We use several legal bases for processing the data under the General Data Protection Regulation (GDPR), including: contract with the individual, public task, compliance with a legal obligation, consent, legitimate interests and vital interests. You can find out more information about this by looking at our [Data Processing Activities Register](#).

We may share data about you in some instances with external bodies or organisations where this is required by law or otherwise authorised under Data Protection legislation. The types of organisations we may share data with include:

- The Office for Students and other higher education funding agencies and their agents;
- local authorities;
- public health bodies;
- the police or other appropriate investigative authorities with statutory powers;
- other educational establishments;
- sponsor organisations or employers or placement organisations;
- potential employers or recruitment agencies;
- professional bodies connected with the programmes the University runs;
- government departments or their agencies;
- contractors used to provide services;
- plagiarism or other misconduct detection agencies

Some organisations we share data with on a regular basis include:

- the Higher Education Statistics Agency (HESA); (See [HESA data collection notice](#))
- UK Visas and Immigration (UKVI);
- the Education and Skills Funding Agency (ESFA) (which includes HESA being contracted to provide student data in the form specified by the ESFA; the relevant data processing note can be viewed [here](#));
- the Department for Education and Teaching Regulation Agency;
- the NHS;
- the University of Greenwich Students' Union, which you are automatically a member of unless you tell us that you don't want to be (if so, please contact the Data Protection Officer and University Secretary – see below); (See [SU data collection notice](#))
- the Kent Students' Union, for the purposes of services provided by GK Unions to students registered on programmes which are taught at the Medway campus; (See [GK Union Privacy Policy](#))
- the University's partner institutions including Canterbury Christ Church University, the University of Kent and Pearsons;
- John Smith's and other bodies who are providing bursaries for certain groups of students;
- the Office for Students and bodies acting for it;
- Office of the Independent Adjudicator (OIA);
- Student Loans Company;
- JISC;
- Transport for London;

- Atlantic Data

You have rights as a Data Subject. You can see more information about those rights [on our website](#).

We do very little automated computerised processing, but where we do you can view information about this [on our website](#).

To contact Peter Garrod, the University of Greenwich Data Protection Officer and University Secretary, email: compliance@gre.ac.uk

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