The University of Aberdeen

IMPORTANT- DATA PROTECTION INFORMATION

The University of Aberdeen is registered as a data controller with the Office of the Information Commissioner, Notification Reference Number Z7266585. Any specific enquiries about student-related data should be directed to the University’s Data Protection Office in the first instance dpa@abdn.ac.uk.

The University processes data relating to its students for a variety of purposes. These include:

- Maintenance of the student record (including personal and academic details) and management of academic processes (for example, examination boards, awarding of degrees and academic audits)
- The management of University residences
- Alumni operations, including fundraising
- The provision of advice and support to students via the University’s own internal Schools, Departments and Services (for example Counselling, and the Careers Service)
- Internal research, including monitoring of quality and performance

The University permits access to employees and agents of the University (on a need-to-know basis only). Student information is disclosed to a variety of third parties or their agents, notably:

- Students’ sponsors (including SAAS, the Student Loan Company, Funding Councils and other sponsors where it is clear that the student has given consent to release information as a condition of sponsorship)
- Relevant government departments to whom we have a statutory obligation to release information (including the Scottish Funding Council (SFC), the SFC’s Back on Course Project, and the Higher Education Statistics Agency (HESA). Data submitted to these agencies is processed in accordance with the Data Protection Act 1998. See below for further information. In addition, Council Tax, UK Visa & Immigration Service of the Home Office for purposes connected with immigration, the police, and benefit or tax inspectors
- Current or potential employers of our students and Professional bodies, for example, the Law Society of Scotland, General Medical Council, General Dental Council, the General Teaching Council for Scotland
- Current or potential providers of education to our students
- Work placement sites or other educational partners involved in joint/collaborative provision and for example, those students studying medicine, dentistry, education
- For students on a Study Abroad programme an academic transcript will be sent to their home institution

NB. Disclosures to organisations not listed above will be made in specific legitimate circumstances. Consent from the student will be sought where necessary and, where appropriate.

The University undertakes to maintain student data in secure conditions and to process and disclose data only within the terms of its Data Protection notification. The details above indicate the nature of this notification but are not exhaustive.

Under the Data Protection Act 1998 you have a right to a copy of the current personal information held on you by the University and a right to object to data processing that causes damage and distress. A copy of the University Data Protection policy is available on the University website at www.abdn.ac.uk/about/our-website/data-protection.
1. **HESA**  
(Higher Education Statistics Agency)

We will send some of the information we hold about you to HESA. HESA collects, and is responsible for, the database in which your HESA student record is stored (see Student Collection Notice below). HESA uses this information in its own right, for example to publish statistics about students in higher education. HESA may link information from the HESA student record to other related datasets such as UCAS, National Student Survey¹ (NSS) and the Student Loan Company data. All uses of the HESA Student Record must comply with the Data Protection Act 1998.

**The HESA Student Collection Notice**

The HESA Student Collection Notice is reviewed every year. The most up to date version can be found at [www.hesa.ac.uk/fpn](http://www.hesa.ac.uk/fpn) along with links to earlier versions. Within the notice you can see that if you wish to opt out of any survey you should write to HESA.

**Your Rights**

Under the Data Protection Act 1998 you have rights of access to the data HESA holds about you. You will have to pay a small fee for this. For further information about the HESA Student Record please see [www.hesa.ac.uk/dataprot](http://www.hesa.ac.uk/dataprot) or email data.protection@hesa.ac.uk

**Sensitive Information**

If you give us information about your disability status, ethnicity, sexual orientation, gender reassignment or religion these may be included in the HESA Student Record to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act. Your sensitive information will not be used to make decisions about you.

2. **BACK ON COURSE SCOTLAND**

The University is taking part in a Scottish Funding Council project to provide advice to UNDERGRADUATE students who have withdrawn from study without completing their studies. **Back on Course Scotland** offers free, impartial and confidential information, advice and guidance service (IAG) to full-time undergraduate students who have withdrawn from university before completing their studies. It also carries out research into the reasons people leave university early and what could have been done to help with this decision.

All data will be anonymised and confidentiality will be maintained at all times. Their Statement of Service is available at [www.backoncourse.ac.uk](http://www.backoncourse.ac.uk)

If you wish to opt out of your data being shared with **Back on Course Scotland please complete this form** (which will be dealt with offline). In the meantime you will have to accept the Terms & Conditions to enable you to complete eRegistration.

Please note that we are reliant on you for much of the data we hold: help us keep your record up-to-date by notifying us of any alterations to your address, personal details or course enrolments.

3. **SAFEZONE APP**

The University is working together with technology firm CriticalArc to provide SafeZone, a free new app for students and staff. It connects to the university security team if urgent help is ever needed eg for first aid or if there is an emergency while on campus.

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¹ Ipsos MORI will contact all eligible students by email in February ([www.abdn.ac.uk/infohub/study/nss](http://www.abdn.ac.uk/infohub/study/nss)).
SafeZone allows the student or staff member to call for help by activating the app on a smartphone to alert security team members to the situation and location so they can co-ordinate to help quickly and effectively.

The system is privacy protected, meaning it will never share location unless assistance is summoned or if the check-in function - designed for those who work alone or out of hours – is activated.

If you wish to opt out of your data being shared with CriticalArc SafeZone please complete this form (which will be dealt with offline). In the meantime you will have to accept the Terms & Conditions to enable you to complete eRegistration.