Data Protection Layered Notice

(To be read in conjunction with the Data Protection Policy)



Although it is not possible to state every purpose for which your information will be used, the following are examples of how it is likely to be used while you are a student:

you with the other institutions involved in the exchange (within or outside the European Economic Area). This will be done for the administration of the visit, exchange or study abroad, and so that the other institution can carry out its duties in regard to your studies. If you are involved in a visit, exchange or study abroad, you consent to HAU transferring data about you as necessary for purposes connected with your studies.

Third Party Service Providers to Support Online and Blended Learning

The University uses a number of third-party providers to administer and support online and blended learning which is necessary for you to fully participate in certain modules of study. Some of your personal data (necessary to allow you to access the software services listed below) may be available to service providers so it is important that you are aware of how your data will be processed by the third parties. A list of providers and links to their privacy notices and data protection documentation can be found below.

Overt Software Solutions Ltd	Privacy notice
	Data Processing documentation
Pebble Learning Limited	Privacy Notice
	PebblePad and GDPR
Talis Education Ltd	Privacy Notice
	Talis and GDPR
Turnitin service offered by iParadigms LLC	Privacy notice
	Turnitin and GDPR
QuestionMark Computing Ltd	Terms and Conditions (including privacy)
Kaltura Media Platform	Privacy policy

8. Employers and Assessors

10. End Point Assessment Agencies

Having obtained a qualification from Harper Adams University, there are some careers that will require the student to register with an End Point Assessment Agency and obtain a Fitness to Practice Certificate, in order to pursue a career in that chosen career. These include the Royal College of Veterinary Surgeons (RCVS) for Veterinary Surgeons and Veterinary Nurses and The Royal Institution of Chartered Surveyors (RICS) for courses involving Estate and Property Management including REALM. It is therefore necessary for the University to share some student personal data, including Special Category Data and Criminal Conviction Data with these agencies in order to facilitate accreditation with these bodies. This may also include students undertaking degree apprenticeships.

Students undertaking courses and assessments at Harper Adams University where the qualification is awarded by another body, such as AMTRA or BASIS will have their data shared with this other body. This will include all relevant Personal Data held by the University including attendance, marks gained, academic misconduct and

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Most of the other data held about you, will be disposed of after 18 months, in accordance with the Universit s data retention policies. Retention of data will be proportionate and necessary to the role of data controller and the purpose of data processing. By enrolling with HAU, your data can be processed on the basis of HAU carrying out a task in the public interest or in the exercise of official authority. This includes processing your data you after you leave HAU for any purposes connected with your studies and your status as a former student, and for other lawful and legitimate reasons. You may also have the right to have your data erased (see paragraph 5 above)

Examples of how we may use your data after you finish or graduate include:

To provide evidence of your academic achievements when requested to do so: e.g. transcripts, confirmation of qualifications and references.

To provide information to regulatory bodies and other agencies to whom we are legally required to supply data.

To produce management statistics.

To maintain contact with you as a HAU alumnus/alumna.

For audit and quality assirance purposes.

To share information in gradual ordest nation line half.

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We may contact you for a limited range of research purposes after you leave HAU. If you are an undergraduate or postgraduate student, about six months after you graduate the Careers Service will send you the questionnaire for HESA's Destinations of Leavers from Higher Education survey. We may contact you on other occasions to carry out surveys which we are required to conduct by HESA, HEFCE or other official

22. Recording of lectures

Harper Adams University may audio record and allow students to make audio recordings of lectures, for their own personal learning use. All students should be aware, that if they speak during a lecture, that they may be recorded by other students, who are recording the lecture. If any students do not wish to have their voices recorded during lectures, then they should inform their tutor, lecturer or the Data Protection Officer, who will ensure that this is facilitated.

Due to the COVID-19 pandemic, many more lectures and tutorials are made available for online teaching. Many lectures will be recorded without the presence of students. However, there will be occasions such as tutorials, where it is necessary and appropriate that students are present online for the meeting. Staff running these sessions will record these when appropriate and will make them available for a short time afterwards for students to review the meetings. Staff will always inform students at the beginning of each meeting that it will be recorded.

23. OCTV

CCTV is in use across the campus and there are signs located throughout the campus informing students, staff and visitors of its presence. It is used to prevent and detect crime and antisocial behaviour, ensure a safe environment for staff, students and visitors, assist in the overall management of the university campus, and to reduce the fear of crime and promote a feeling of safety. Images are recorded and stored in accordance with our code of practice.

Security staff also have the use of body worn video. As this may be intrusive in its use, it will only be used in circumstances where it is necessary and proportionate to do so. Appropriate notices informing of its use are worn by users and if appropriate verbal warnings will also be given prior to its use.

Subject access requests may be made for CCTV images to the Head of Security.

24. Staff Data

Harper Adams University operate an on-line system of recruitment. When prospective staff apply for a post at HAU, your details will be stored on the recruitment 5(m)ny le((cm)5(n)12(t, who)(wil)4(lo)4(y))6(f)-2(o)(ut)8(t)-6(h)14(t)-6(h)

Declare that you have read, understood and accepted the statements set out in the data protection clause within the application;

Are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;

Are giving your consent to the processing of the information contained in the application and any other personal data you may provide separately in the manner and to the extent described; and Are authorising HAU to verify or have verified on their behalf all statements contained in the application and to make any necessary reference checks.

25. Auditing Purposes

The University undertakes a system of regular external and internal auditing functions in order to monitor compliance with a wide range of statutory requirements and adherence to a wide range of policies and procedures. In order for the staff undertaking these audits to be able to make a full and proper assessment of the department or function being assessed, in most cases it will be necessary for the auditors to have access to a wide range of samples of Personal Data, including Special Category Data.

In order to ensure the security of the data disclosed to auditors, all auditing functions are carried out under contract, which will include sections relating to data security, confidentiality and other Data Protection requirements.

26. Supervisory Authority

Any complaints about processing of personal data should in the first instance be dealt with under the <u>Data</u> Protection Complaints Procedure.

defined within this procedure and remains unsatisfied with the response provided by the University, they have the right to complaint to the Information Commissioners Office.

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Letter of Authority
Student full name:
Student ID Number:
Student phone number:
Student preferred email address:
Name of authorised person:
Authorised person phone number:
Authorised person email address:
I, the above named student, do hereby give authority for the above named authorised person to discuss payments made and outstanding in my name, in relation to the student contract and my studies at Harpe Adams University generally. This includes (but is not limited to) my invoices, payments made, fines or outstanding payments and other financial activity in my name past or present.
This authority is to remain in place until such time as I ask for it to be revoked.
Sgned:
Date: