

PRIVACY NOTICE FOR STAFF STUDYING AT ASTON UNIVERSITY

Data Collection and Privacy Notice

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 2018 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. This notice may be updated at any time. The most up to date version can be found at www.aston.ac.uk/dataprotection.

This notice should be read in conjunction with the Employee Privacy Notice.

Your personal data will be processed in compliance with the DPA and GDPR.

What we collect

The personal data which we process includes details about the course you are studying and any qualifications awarded to you during the academic year. It also includes personal details about you such as your name, address and date of birth, and your educational history.

It also includes Information about your disability status, ethnicity, sexual orientation, gender reassignment or religion, which is classed as Special Category Personal Data under the GDPR and the DPA.

Your rights

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

You have the right of access to your personal information. You also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

Automated decision-making

The University will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention. You have the right to opt out of automated processing at any time and to require that decisions are assessed by a person.

Data transfers to other countries

Your personal data may be transferred to countries outside the European Economic Area for the purposes described above. Your personal data will only be transferred to countries whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards are in place to protect your personal data.

How we process your data

The University will process your personal data for the following purposes.

Purpose 1 – Enrolment onto a Programme

We will process your personal data when you enrol on your programme at the University. This is to assist us with understanding the key aspects of information which will relate to your study on a programme.

Legal basis for processing your information for Purpose 1

The processing of your personal data for Purpose 1 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

Purpose 2 – Record of Study

The University will process your personal data to evidence your record of study on a programme. This will include any observations, results and feedback.

Legal basis for processing your information for Purpose 2

The processing of your personal data for Purpose 2 is necessary on the grounds of the University's legitimate interest (GDPR Article 6(1)(f)).

Purpose 3 – Performance and Progress

We will process your personal data in respect of your performance and progress on a programme. This will include sharing your personal data with your line manager in respect of your performance.

Legal basis for processing your information for Purpose 3

The processing of your personal data for Purpose 3 is necessary on the grounds of the University's legitimate interest (GDPR Article 6(1)(f)).

Purpose 4 – Additional Courses/Qualifications

We are keen to support your development and will process your personal data to ask you if you are interested in any further courses to obtain further qualifications at the University.

Legal basis for processing your information for Purpose 4

The processing of your personal data for Purpose 4 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

Purpose 5 – Appeals/complaints/disciplinary

Although the University does not envisage incidents involving appeals and complaints, it needs to ensure that it administers its policies and procedures in respect of studies and considers appeals, complaints and disciplinary matters seriously. This also includes cheating and plagiarism. The University will therefore process your personal data to ensure that it deal with these procedures accordingly.

Legal basis for processing your information for Purpose 5

The processing of your personal data for Purpose 5 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)). The University needs to ensure that it administers its policies and procedures in respect of appeals, complaints and disciplinary matters.