

# **Birkbeck, University of London**

## **Student Collection Notice and Destination of Leavers from HE (DLHE) Collection Notice**

### **Student Data Collection Notice**

#### **STUDENT AND LEAVER SURVEYS**

Your contact details may be passed to survey contractors to carry out the [National Student Survey](#) and surveys of student finances, on behalf of the organisations listed below under Purpose 1. These organisations and their contractors will use your details only for that purpose, and will then delete them.

About six months after you graduate, we will contact you to ask you to fill in the Higher Education Statistics Agency (HESA) 'Destinations of Leavers from HE' questionnaire. We will not give your contact details to HESA. You may also be included in a longitudinal survey of leavers a few years after you graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose, and will then delete them.

If you do not want to take part in these surveys, please let us know.

#### **THE HESA STUDENT RECORD**

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. HESA uses this information in its own right, for example to publish statistics about students in higher education. HESA also processes information held in the database for other organisations. All uses of the HESA Student Record must comply with the Data Protection Act 1998.

HESA is a registered charity and operates on a not-for-profit basis. It may charge other organisations that it provides services and data to, in order to cover its costs.

#### **Sensitive personal data**

If you give us information about your disability status, ethnicity, sexual orientation, gender reassignment, pregnancy/maternity or religion these will be included in the HESA Student Record to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act. These fields will not be used by HESA in any way that could be used to identify you.

The HESA Student Record is used for four broad purposes:

#### **Purpose 1 - Public functions**

##### **Education statistics and data**

The HESA Student Record is used by some organisations to help carry out public functions connected with education in the UK. These organisations are data controllers in common of the HESA Student Record under the terms of the Data Protection Act. Such organisations include:

- Department for Business, Innovation and Skills
- Welsh Government
- Scottish Government
- Department for Employment and Learning, Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales
- Scottish Further and Higher Education Funding Council
- Department for Education
- Research Councils
- The Data Service (on behalf of the Skills Funding Agency)
- The Teaching Agency
- General Social Care Council

and any successor bodies. These organisations may link information from the HESA Student Record with other information they hold. For example the Department for Education and the Department for Business Innovation and Skills link the HESA Student Record to the National Pupil Database. The linked data is used for understanding higher education and its impacts.

### **Other uses**

The HESA Student Record may also be used by some organisations to help carry out public functions that are not connected with education. Such uses may include the following:

- Measurement of population levels and migration by the Office for National Statistics, National Records of Scotland and the Northern Ireland Statistics and Research Agency
- Monitoring of public expenditure by the National Audit Office
- Monitoring of the accuracy of electoral registers by Electoral Registration Officials.

### **Purpose 2 - Administrative uses**

**Previous Qualifications** –If you are enrolled at an institution in England: We and the Higher Education Funding Council for England (HEFCE) may compare your data to educational records from previous years to help determine the levels of your current qualifications. This may in turn affect the fees you are required to pay or the availability of a place for you to study with us.

**Non-EU domiciled students** – If you are a non-EU domiciled student HESA may be requested to provide data about you to the United Kingdom’s immigration authorities. These authorities may process your personal data in order to carry out their public functions connected with immigration.

**Your HESA record will not be used to make decisions about you other than for those uses outlined under Purpose 2.**

### **Purpose 3 - HESA publications**

HESA uses the HESA Student Record to produce statistical publications. These include some National Statistics publications and online management information services. HESA will take precautions to ensure that individuals are not identified from the data which are processed for Purpose 3.

### **Purpose 4 - Equal opportunity, research, journalism and other processing in which there is a legitimate interest**

HESA and the other data controllers listed under Purpose 1 may also supply data to third parties where there is a legitimate interest in doing so. Examples of use for this purpose include:

- Equal opportunities monitoring
- Research - This may be academic research, commercial research or other statistical research where this is in the public interest
- Journalism - Where the relevant publication would be in the public interest e.g. league tables
- Provision of information to students and prospective students

Users to whom data may be supplied for Purpose 3 include:

- Higher education sector bodies
- Higher education providers
- Academic researchers and students
- Commercial organisations (e.g. recruitment firms, housing providers, graduate employers)
- Unions
- Non-governmental organisations and charities
- Local, regional and national government bodies
- Journalists

Data supplied by HESA to third parties is supplied under contracts which require that individuals shall not be identified from the supplied data. A copy of HESA's standard agreement for the supply of data is available at

[http://www.hesa.ac.uk/dox/informationprovision/IP5\\_Terms\\_and\\_conditions\\_V1\\_7.pdf](http://www.hesa.ac.uk/dox/informationprovision/IP5_Terms_and_conditions_V1_7.pdf)

## **THE HESA INITIAL TEACHER TRAINING RECORD (“ITT”)**

If you are on an ITT course at an institution in England, HESA will collect data about you and provide this to the Teaching Agency.

The Teaching Agency is a data controller under the terms of the Data Protection Act 1998 and will process your personal data in order to carry out their public functions connected with teacher training in the UK.

## **ABOUT THE HESA STUDENT COLLECTION NOTICE**

The HESA Student Collection Notice is regularly reviewed. The most up to date version can be found at [www.hesa.ac.uk/fpn](http://www.hesa.ac.uk/fpn). Minor updates to the Student Collection Notice (including organisation name changes and clarification of previously specified purposes) may be made at any time. Major updates (such as a new purpose or administrative use) will be made no more than once per year.

## **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](mailto:data.protection@hesa.ac.uk).

## **Destinations of Leavers from HE (DLHE) Collection Notice**

We will send information from this form to the Higher Education Statistics Agency (HESA). This data will be linked to other information held about you as a student, including similar information

you gave when you enrolled, and details of the qualification you gained. **Your HESA record will not be used in any way that affects you personally.**

The HESA DLHE Record is used for three broad purposes:

### **Purpose 1. Public functions**

The HESA record is used by the organisations listed below, or agents acting on their behalf, to carry out their public functions connected with education in the UK.

- Department for Business, Innovation and Skills
- Welsh Assembly Government
- Scottish Government
- Department for Employment and Learning, Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales
- Scottish Further and Higher Education Funding Council
- Training and Development Agency for Schools
- Research Councils
- Department for Children, Schools and Families
- Learning and Skills Council

The HESA record may also be used by the Office for National Statistics and the National Audit Office to fulfil their statutory functions of measuring population levels and monitoring public expenditure.

### **Purpose 2. HESA publications**

HESA use the HESA record to produce anonymised data in annual statistical publications. These include some National Statistics publications and online management information services.

### **Purpose 3. Equal opportunity, research, journalism and other processing in which there is a legitimate interest**

HESA will also supply anonymised data to third parties for the following purposes:

- Equal opportunities monitoring - Your HESA record may contain details of your ethnic group and any disabilities you have. This data is only used where it is needed to promote or maintain equality of opportunity or treatment between persons of different racial or ethnic origins, religious beliefs or different states of physical or mental conditions
- Research. This may be academic research, commercial research or other statistical research into higher education where this is of benefit to public interest.
- Journalism, where the relevant publication would be in the public interest e.g. league tables

Anonymised data for the above purposes is supplied by HESA to the following types of user:

- Local, regional and national government bodies who have an interest in higher education
- Higher education sector bodies
- Higher education institutions
- Academic researchers and students
- Commercial organisations (e.g. recruitment firms, housing providers, graduate employers)
- Unions

- Non-governmental organisations and charities
- Journalists

HESA will take precautions to ensure that individuals are not identified from the anonymised data which they process.

**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 record please see [www.hesa.ac.uk/dataprot](http://www.hesa.ac.uk/dataprot) or email [data.protection@hesa.ac.uk](mailto:data.protection@hesa.ac.uk)