**Student Data Collection and Usage Notice**

By enrolling at the College students consent to the College’s handling and use of personal data in accordance with this notice. This Student Data Collection Notice explains, how personal data collected by the College will be used and to whom it will be disclosed. This notice should not be seen as exhaustive. By enrolling and accepting the College’s Terms and Conditions of study students accept the use of their data by the College as outlined in this notice and in other legitimate purposes. All personal information will be treated strictly in accordance with Birkbeck’s Data Protection Policy and Code of Practice and the Data Protection Act 1998.

**HESA – Data Collection Notices**

All universities are required by law to routinely pass certain personal data about students and staff to the Higher Education Statistics Agency (HESA). HESA is the official agency for the collection, analysis and dissemination of quantitative information about higher education in the UK.

The information passed to HESA by Birkbeck includes student and staff records which are normally updated annually.

HESA has provided the following statutory statements on their data collection and is available here: [HESA Data Collection Notices](https://www.hesa.ac.uk/datacollectionnotices).

HESA is the official source of data about UK universities, higher education colleges, alternative HE providers, and recognised higher education courses taught at further education institutions in Wales. HESA shares your HESA information with public authorities who require it to carry out their statutory and/or public functions. Your contact details may be passed to survey contractors to carry out the National Student Survey (NSS) and after you graduate you may be contacted and asked to complete one or more surveys into the outcomes of higher education and your activities after graduation. Surveys may be conducted by Birkbeck, HESA and/or a contracted organisation.

**Birkbeck College Students’ Union**

All students of Birkbeck College are automatically granted full Ordinary Membership, free of charge, to the Birkbeck College Students’ Union (BCSU). The Union provides representation, clubs and societies, services, and independent advice. Further details on the benefits of BCSU membership are available at [www.birkbeckunion.org](http://www.birkbeckunion.org). Birkbeck College automatically passes your data to BCSU, if you wish to opt out of this service you may do so by visiting your My Birkbeck Profile [www.bbk.ac.uk/mybirkbeckprofile](http://www.bbk.ac.uk/mybirkbeckprofile), or contacting the My Birkbeck Helpdesk.

**3rd Party Disclosures**

June 2017
The College collects holds and processes personal data about students in order to comply with legal requirements and to carry out our operational responsibilities and ensuring students are provided with the required teaching and administrative support. The College are occasionally required for operational reasons and sometimes by law to disclose personal data to 3rd parties. The following details some of the 3rd parties that we may be required to share data with.

**Local and UK government agencies and authorities**
Data may be released for the purposes of the electoral register, council tax exemptions, the prevention and detection of crime, apprehension and prosecution of offenders, collection of tax, and compliance with legal requirements as regards immigration as a licensed sponsor of tier 4 visas. Agencies and authorities will include local authorities, the police and UK Visas and Immigration (UKVI).

**Loan providers, sponsors and funding organisations**
For essential processing of funding including the Student Loans Company. The College may also pass your data to loan providers, sponsors and funding organisations based outside of the United Kingdom or European Union.

**Debt collection agencies**
Agencies for the purposes of recovering debt on behalf of the College.

**3rd Party Service Providers**
The College uses a number of carefully selected third parties to provide services on its behalf. In some cases this requires some elements of the data we hold about you to be passed to them for the express purpose of providing a service to you on our behalf. In each case a data sharing agreement is in place that prevents the third party from making any use of the data provided for any purpose other than that expressly agreed, and requiring the provider to securely destroy the data once the service has been provided.

**Communications**

**Information**
The College will routinely communicate with you regarding your studies. In addition, from time to time we may send you information by post or email related to student support or further study opportunities at Birkbeck. If you do not want to receive this information you may opt out by visiting My Birkbeck [www.bbk.ac.uk/mybirkbeckprofile](http://www.bbk.ac.uk/mybirkbeckprofile), or contacting the Student Advice Service.

**Text Alerts**
Birkbeck operates an alert system to keep its staff and students informed of important short-notice events (e.g. College closures) via text (SMS) messages to mobile telephones. In almost all cases receipt of messages will be free, although in some circumstances a charge may be incurred (e.g. when 'roaming' internationally). If you wish to opt out of this service you may do so by visiting My Birkbeck [www.bbk.ac.uk/mybirkbeckprofile](http://www.bbk.ac.uk/mybirkbeckprofile), or contacting the Student Advice Service.