

The University of Lincoln collects personal information about you at the point of application, enrolment, and during the course of your studies with us. This information is primarily provided by yourself, but can also be collected from third parties. We use this information to provide you with university services and to deliver your course. This notice explains more about how we use your personal information.

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When you apply

We will begin to collect personal data from you during the application process to the University (either directly or through a third party, such as UCAS) in order to assess your eligibility for your chosen programme of study and to be able to contact you further regarding this. This information will include:

- your personal details, such as your name, address and contact details, your date of

- personal information about you from any supporting documentation that you or a third party such as UCAS, provides. This can include notes references, personal statements, information from qualification awarding bodies, and notes or results from any interview or programme selection process;
- special category data about you, such as health or disability information, in order to assess your eligibility for a programme which has either a specific regulatory body requirement, where you might work with patients, children or other vulnerable people, or to assess your fee status.
- Criminal convictions or offences data, where you provide this to the University as part of your application, or where a DBS check is required for the programme of study you are applying to.

The University requires this information in order to manage and support your application and to make an informed decision on whether we can make you an offer of a place to study. Decisions made by the University are then returned to UCAS in order to communicate this decision to you.

For further information regarding what information is shared from UCAS please see their privacy notice at: <https://www.ucas.com/about-us/policies/privacy-policies-and-declarations/ucas-privacy-policy>

When you enrol

Additional information will be collected when you enrol with the University. Much of this information will have already been collected during the application stage, but the University will need you to check that this information is accurate and up to date. Annually, the University will ask you to re-enrol and check this information again. The information will include:

- your personal details, such as your name, home address, term address and contact details, your date of birth, gender, nationality, country of birth, information about your dependents and whether you are a care leaver;
- a form of photo identification in order to verify your identity; This will be deleted once we have confirmed your identity
- information about the programme you're studying;
- Tuition fee and payment details;
- Immigration and visa information;
- Information about your next of kin;
- information about -0.2 (n) -0.2 (g) on8 6 85 BC q 1 0 -0.2 n (o) -0.2 (u)-0.2 -0.2 ((o)c

Additional information may be collected by the University during your studies; this may form part of your central record or may be held by your School, your College, or by the department you engage with.

- Information relating to modules and placements;
- Information about any assessments, exams, results, and qualification awarded;
- Information about your attendance, authorised and unauthorised absences;
- Information about any student contention processes you engage or are involved with (which includes academic offences, academic reviews and appeals, extenuating circumstances, fitness to practice, student complaints, student conduct and disciplinary, withdrawal appeals);
- Information about any individual support plan (if applicable to you);
- Correspondence with your tutors and other University staff;
- Information about your use of the library (borrowing information, fines, reservations, training or workshops);
- Information about your use of the Virtual Learning Environment;
- Information collated from Internal Student Surveys relating to your views on such topics as your programme and/or module(s) of study and your preparedness on enrolment/re-enrolment
- Your leaving date and any reason for leaving.

When you engage with further departments or services within the University (such as Student Wellbeing, for example), you will be given information about any other use of your personal data, usually via a Privacy Notice or similar webpage. This information may be added to your central student record, or held by either the department you engage with, your School or College.

The University uses the above information about you:

- To consider your eligibility for the programme of study and if appropriate, to make you an offer of a place at the University;
- To provide and administer your programme of study including maintaining your student record and testing our student record system, assess you, record information about your assessments and results, record information about any placements you attend, and record engagement with any relevant student contention processes relating to your study;
- To process your tuition fee payments and any other payments;
- To manage studentships for students on research programmes;
- To provide appropriate careers, employability health, learning, safety and wellbeing support;
- To monitor your attendance and engagement;
- To communicate relevant information to you, be this via post, email, phone or to contact you or others in an emergency;

Additional relevant information about specific facilities or services you might engage with is provided below.

Providing and Administering Your Programme of Study

Where lectures are recorded, advance notice will be given, including at the beginning of the lecture by the lecturer and there will also be signs in the room. Lecture slides, narration and the audio of any relevant questions may be recorded and supplied to students as an additional learning resource. The University relies on legitimate interests as the lawful basis for this processing.

Material you submit for assessment may be passed through plagiarism checking technology; this is necessary in the public interest of ensuring the integrity of submitted work and the qualifications the University awards. A cross section of student work from your second year

- You must not create or use offensive material.
- You must not introduce viruses or do anything else that causes problems for others.
- Do not email or remove any personal or sensitive data without obtaining permission and using strong encryption.
- You could be subject to disciplinary and/or other action if you break the rules.

applies to all individuals who have a) received an unconditional offer from the University of Lincoln, and have also b) declared a disability on their UCAS application. The University of Lincoln would like to use this information to make earlier contact with these individuals and create their Personalised Academic Study Support plan before they enrol at the University of Lincoln. Further information can be found within the below privacy notice:

<https://cpb-eu-w2.wpmucdn.com/blogs.lincoln.ac.uk/dist/4/8317/files/2020/06/How-we-use-your-information-Privacy-Notice.pdf>

Student Contention Processes

The University of Lincoln may process your personal data for the purposes of administering its student contention processes (academic offences, academic reviews and appeals, extenuating circumstances, fitness to practice, student complaints, student conduct and disciplinary, withdrawal appeals). This personal data may or may not contain special category personal data. The University processes personal data for the above purposes because it is necessary for it to fulfil its public task under its obligations for providing Higher Education. Processing of such personal data is also necessary for the performance of the contract that students have in place with the University. Where you provide information related to special category data about yourself, you will be asked to provide your explicit consent for the University to be able to process this. The University may share information regarding such processes with; the Office of the Independent Adjudicator (see below); with University Insurers and Solicitors, appointed on its behalf for the exercising or defence of legal claims; and with the internal Student Visa Compliance Team, who may share this information with UK Visas and Immigration in order to comply with our obligations as a Student Visa sponsor/license holder under immigration legislation.

Further guidance about this process and copies of the relevant Student Conduct and Disciplinary Privacy Notices are [available here](#).

Student Conduct and Disciplinary

The University of Lincoln may process your personal data for the purposes of investigating alleged student misconduct and for enforcing outcomes of the investigation process. This personal data may or may not contain special category personal data or data relating to criminal offences and convictions. The University processes personal data for the above purposes because it is necessary for it to fulfil its public task under its obligations for providing Higher Education. Processing of such personal data is also necessary for the performance of the contract that students have in place with the University. Where t aa0.2 (l) (

Estates

For information about Estates policies, procedures and privacy notice, please go to: <https://estates.lincoln.ac.uk/services/policies-and-procedures/>

Graduation and Alumni

Graduation is a public event. If you are eligible to attend we will include your name and award title (but not your classification) in the graduation brochure. If you do not wish for your personal details to be included in the graduation brochure you would need to email

We share particular personal information with other organisations where necessary. Some of this is done as part of a regular routine, whereas other third parties listed below will only receive your information in exceptional circumstances. We have stated what information we may share with these organisations, where sharing is a legal requirement, why and when we

Your contact details may be passed to survey contractors to carry out the National Student Survey (NSS) and surveys of student finances, on behalf of some organisations to help carry out public functions connected with education in the UK.

Such organisations may include:

- Office for Students
- Department for Business, Innovation and Skills
- UKRI and relevant Research Councils
- Welsh Government
- Education and Skills Funding Agency
- Scottish Government
- National College for Teaching and Leadership
- Department for the Economy, Northern Ireland bodies and organisations
- National Health Service and Health Education England
- Higher Education Funding for Wales
- Office For Fair Access
- Scottish Further and Higher Education Council
- Quality Assurance Agency
- Department for Education

These organisations and their contractors will use your details only for that purpose and will then delete them.

After you graduate, you will be contacted to complete one or more surveys into the outcomes of higher education and your activities after graduation. If a specialist organisation is used, that organisation will receive your contact details but will only use your details for the purpose of asking you to complete the survey, and will then delete them. You may also be contacted as part of an audit to check that we or any contracted organisation, have undertaken these surveys properly. Prior to the Outcomes Survey, the University will contact you to verify the contact information held.

Taking part in the NSS, Graduate Outcomes or any other University survey is optional, but your feedback will help improve the student experience for others.

The University shares information with the Student Loans Company (SLC) which may include your tuition fees, confirmation of enrolment, attendance confirmation at three points in the academic year and if you interrupt or withdraw from your studies and the reasons why. We would provide this if you have applied for a student loan and meet the eligibility criteria to ensure you receive the funding you are eligible for. This is on the legal basis of the contract you have made with the SLC. Additionally, as well as information the University of Lincoln (UoL) shares with the SLC, the SLC share information with the UoL. The University uses information, such as household income data, provided by the SLC in order to determine eligibility for bursaries.

The University has an obligation to share certain data with other funding providers such as the NHS Student and Social Work Bursaries, US Department of Education, Department of Veteran's Affairs etc. This data forms part of the agreement you make with your funding provider at the outset and forms part of fulfilling the contract you have with the University.

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

The Sponsor Guidance for Educators also stipulates that the University has a duty to ensure every student has the right to study in the UK. In line with this, the University are required to collect and retain the following documents and information for non student visa holders, who are non-UK nationals:

- Copy of the current passport biometric page showing all personal identity details, including biometric details.
- If you are an EU national, an ID card may be accepted in the absence of a passport, subject to government guidance in place at the time.
- Where applicable, a copy of the current biometric residence permit (BRP), visa vignette or an access code to any digital immigration status that you hold. In cases where you are applying to extend your stay in the UK, a copy of the previous leave you held.
- Where applicable, a copy of an ATAS certificate issued by the Foreign and Commonwealth office.

This information is collected and is added to your student record. The main purpose of collecting this information is to fulfil the University's sponsor duties to the Home Office and to complete a right to study check. We also use the information collected regarding your immigration status for the following purposes:

- To enable communication with you about your visa expiry date and visa status
- To provide updates and information from the Home Office to you, where relevant to your immigration status
- To effectively manage your student record with regards to your immigration status and any UKVI reporting duties
- To conduct a mid-year census check to ensure that the details held on your record are accurate
- To liaise with your School regarding your attendance and engagement

As the information that is collected, is to ensure the University meets its sponsor duties to the UKVI, we may share your information with the UKVI where they request this for auditing purposes.

This information may be shared with internal departments to ensure they are aware you may

As a student you may be eligible for council tax exemption. If you are eligible, the University is required to provide your details to your relevant local authority. This will be in the form of your name, address and course information as an enrolled student. These details will be provided on the legal basis of the legitimate interests of the University in verifying eligibility for student council tax exemption in an efficient manner, and will be for the benefit of students as they will not have to seek verification individually.

If you object to us sending your details to the local authority please let us know as soon as possible by contacting studentrecords@lincoln.ac.uk

If you are being funded to undertake your course by a sponsor or employer then the University may need to pass your personal data, for example in the form of edit to say name, student number and academic progress in some instances as part of your contract with your sponsor or employer.

Where your course requires you to undertake a placement with another organisation, it may be necessary for the University to share some of your information with that provider.- Again this will consist of your name, student number and academic progress.

Where it is necessary, in order to deliver a course jointly, or collaboratively with another institution, or where you have elected to participate in a study abroad opportunity, the University may need to share your personal data with the partner organisation.

If you are a former student of Study Group, we may need to pass your personal data to Study Group, for example, in the form of an invoice or progress report.

Where a University fee goes unpaid the University may instruct STA international or another appropriate collection agency to collect the fee on their behalf. In these cases, a student's information will be shared with the agency and will include their name, all known addresses, email addresses, phone numbers, relevant information relating to the outstanding fee and the fee amount.

Universities have a statutory obligation to be audited each year by a registered statutory audit firm. In addition, to ensure that the University has good corporate governance in place internal audits are also carried out by a registered audit firm. It is sometimes required that student data is shared or viewed by the auditors to ensure that a thorough audit can be completed. The data shared may include financial, academic or personal data.

To allow students to make online payments the University shares student data with their payment system provider, WPM and Flywire. The sharing of this data allows for students to be correctly identified at the point of payment. The data shared includes Student name, Student ID, date of birth and

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

In some circumstances the University may need to transfer your personal data outside the European Economic Area (EEA). If this is the case the University will make every effort to ensure that there are adequate levels of protection and safeguards in place so that your data is handled appropriately and securely in accordance with data protection laws.

You have a number of rights relating to your personal information. These include:

You have the right to request a copy of any personal information we hold

about you. If you would like a copy of any of your information, please contact the Information Compliance team on the details below. The team will process your request within a month.

If you have provided information on the basis of your consent or for a contract, then you can request a digital copy so you can send it to another organisation.

To request a copy please contact the Information Compliance team

If any of the information we hold about you is incorrect or incomplete, then please let us know. You have the right to have your information corrected so that we hold accurate records about you.

This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.

You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

If you object to our use of your personal information, then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact the Information Compliance Officers and explain your objection. They can be contacted on the details below.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. Consent can be withdrawn by contacting the Information Compliance team who will consider your request in accordance with data protection laws.

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting

<https://staff.lincoln.ac.uk>

If you have a query about your personal information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

If you feel that we have let you down in relation to your information rights, then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is