

How we use your information

Student Services Privacy Notice for the University of Kent (Data Controller)

This privacy notice aims to communicate how we use your data in a concise manner in accordance with [GDPR Article 12](#), whilst meeting our statutory notice obligations (Articles 13 and 14). If you would like to know more then please contact our Data Protection Officer via the Data Protection [web form](#)

Data Protection Register

How we collect your information

We primarily collect your student data information directly from yourself or via your University of Kent student record (Kent Vision).

The purposes of processing your information

Our objective is to ensure an excellent educational experience both curricular and extra-curricular whilst protecting your privacy by abiding by Data Protection law.

We perform tasks in the public interest as part of our role of being a teaching and research institution. We will use your information in a safe and protected manner to monitor, enable and evaluate the management of the University and the services it provides.

You may also require assistance and guidance from our Student Support and Wellbeing service, Careers and Employability Service, College and Community Life and Student Conduct and Complaints Office. For more information, please see the appropriate Privacy Notice.

Who your information is shared with

The University's Student Services Directorate has a statutory requirement to provide information to external bodies. Exact information shared to which organisations can be found in the separate Privacy notices for each area as set out above.

This processing is performed under member state law and in order to carry out tasks in the public interest.

Your rights

Please be aware of the following rights and further information that is necessary to ensure fair and transparent processing. For further guidance regarding your rights please see the [ICO](#) website.

1. To be aware of the period for which the personal data will be stored, or if that is not possible, the criteria used to determine that period
 - Please see our [Documentation and Retention Archiving Policy](#)
2. The existence of the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability;
 - Please [contact us](#) if you would like to make this request.
3. If we process your data on the grounds of your consent, we will provide a consent notice for you to opt in the right to lodge a complaint with a supervisory authority;
 - Complaints can be lodged with the [Information Commissioner's Office](#)
4. the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
 - We will provide a further privacy notice when such activities are taking place.

[Reference to the fact that some information may be processed outside of the UK and or EU](#)
[Further processing of your data](#)

Where required, we will provide further privacy notices to you ensure that we are transparent, accountable and you have control in how we use your personal information.

[Your obligations](#)

The University tries to ensure that the information it holds is accurate and up-to-date. It must, however, rely on students to inform the appropriate office of any change in their personal data. In particular, any change of home or term-time address should be notified to the Central Student Administration or online via the Student Portal.

As a user you are required to comply with the University's regulations for the use of computing facilities. It is also your responsibility, should you hold personal data on others, to ensure that you abide by the terms of Data Protection law.

Document history

Version	Author	Last edited	Approval	Approval date
1	Alison Mansell	20-9-22	Dr Lucy Foley	20-9-22