

STUDENT ADMINISTRATION PRIVACY NOTICE

This privacy notice outlines how student administration collects, uses and manages the personal information of students expressing an interest in becoming a student at the University of Kent. This includes before and after making a formal application, in accordance with the provisions of data protection law, and reflects the General Data Protection Regulations changes introduced in May 2018.

How we collect your personal information

The personal data obtained under student consent:

- Directly from you, through online forms, paper enquiry forms, email or by telephone.
- From UCAS when you name the University of Kent as one of your choices.
- From UK Visas and Immigration (UKVI), part of the UK Home Office, if you have given us your consent to request your immigration history.
- From other institutions who deliver programmes in partnership with us, or participate in student exchange agreements.
- From recruitment representatives (agents) who complete forms on your behalf.

Category of Information held

- Personal sensitive information (such as name, address, contact details and date of birth).
- Special Category (such as gender, age, ethnic group).
- Safeguarding data, including criminal offenses.
- Medical data (occupational health).
- Individual Learning Plans (ILP), including Special Educational Needs (SEN) provision.
- Exams and qualifications, including references, referrals and third party statements.
- Student /Tutor Supply Contracts, including payment details.

How we use your personal information

We use your information in the following ways:

- Processing student applications.
- Forming the basis of your student record if you are successful in obtaining a place.

We may also use the information to provide support for the following administrative duties:

- Monitoring equal opportunities.
- Assessing attendance for courses/exams and baseline exam marking and award degrees.
- Student appeals/referrals.
- To assess details of criminal offences (where applicable for limited courses).
- To help us make reasonable adjustments for any disability (primarily through our Student Support and Wellbeing team).

- To allow us to consider any future accommodation requirements (primarily through our accommodation department).
- To provide statutory returns as required by applicable legislation.
- For research and statistical purposes.
- Setting up student/tutor short-term supply contracts.

Your information may be accessed by staff to provide student administrative support for both current and postgraduate students, recruitment, and student support and quality assurance across the University, and may be shared with other University departments/UCAS to support that administrative process.

Legality for use of data

The majority of student data held will be under the consent of the student, identified on student concession forms submitted to the university.

However, we also need your data potentially to support your student contract and to perform our obligations under that contract. We would be unable to process your application to the University without it or pay short-term supply contracts.

It is also required for compliance with legal obligations and for tasks performed in the public interest as part of our role of being a teaching and research institution.

Who shares your data?

Sometimes it is necessary to share personal information with third parties for providing the service (UCAS), assessing your application, for research or for statutory reasons.

For more information about who the university shares data with, please see our [Information and Compliance web page](#) or [University Charter](#)

How long is data stored?

We are committed to only keeping personal data for the minimum time necessary to fulfil the data purposes. Personal data that is no longer required will be destroyed securely. We refer to the criteria below, used to determine the period that the majority of the administrative data will be held within professional services (SSPSSR).

- If a student application is successful, the student application record and associated documents will form the basis of a student record and the retention of personal data will apply.
- If your application is unsuccessful, you withdraw or decline any offer made, your application record and associated documents will be retained for a maximum period of six years from the expected date of entry.
- If you make an enquiry, request a prospectus or book to attend an open day and do not subsequently apply, your record will be retained for a maximum period of six years from the end of the admissions cycle in which you enquired. If you subsequently make an application the retention periods above will apply.
- Where a Confirmation of Acceptance for Studies (CAS) is issued to support a student visa application, your data and documentation will be kept in accordance with our [UKVI data retention policy](#).

For an in-depth look at the school's retention periods please refer to the universities Retention Policy <https://www.kent.ac.uk/infocompliance/rm/rmpolicy.html>

Your rights regarding your data

Under data protection law, individuals have rights regarding how their sensitive personal data is used and protected.

You have the right to:

- object to the use of your personal data if it causes damage or distress
- restrict direct marketing, if consent isn't given
- withhold data for automatic decision processing (computer or machine using data to make decisions, rather than a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim damages if there is a proven breach in General Data Protection Regulations.

If your sensitive personal data has been misused, is misleading, or inappropriate and you have cause for concern, please use the contact details below.

Contacts

If you wish to raise a complaint on how we have handled your personal data, you can contact our [Data Protection Officer Jordon Hall \(datapro@kent.ac.uk\)](mailto:datapro@kent.ac.uk) or write to Information Compliance, Room P1.03 Darwin College, University of Kent, Canterbury CT2 7NY, who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful, you can complain to the [Information Commissioner's Office \(ICO\) \(https://ico.org.uk/concerns\)](https://ico.org.uk/concerns).

(The University of Kent is registered with the Information Commissioner's Office under registration number Z6847902).