

RVC Student Privacy Notice

A privacy notice is a statement that discloses some or all of the ways we as a 'Data Controller': gather, use, disclose and manage your personal data.

What is a 'Data Controller'?

The Data Controller is the body – in this case the RVC – that determines the purposes for which and the manner in which any personal data are, or are to be, processed.

What is 'personal data'?

The Data Protection Act 1998 (DPA) defines 'Personal data' means data which relate to a living individual who can be identified (a) from those data, or (b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

What is 'sensitive personal data'?

The DPA provides a separate definition for "sensitive personal data". This relates to information concerning a data subject's racial or ethnic origin, political opinions, religious beliefs, trade union activities, physical or mental health, sexual life, or details of criminal offences.

This Privacy Notice and the RVC's data protection obligations under the Data Protection Act 1998 (DPA)

The RVC will use your personal data to carry out the necessary tasks for your enrolment and your studies as well as for other purposes connected to your student life at the RVC and the legal requirements of government bodies, funders and professional statutory regulatory bodies such as the RCVS. In doing so the RVC is defined as a **Data Controller** by the **Data Protection Act 1998 (DPA)** and this means that we are legally responsible for the personal data we collect and hold about you.

One of our responsibilities is to tell you in more details about the different ways in which we use your personal data. This Privacy Notice is designed to provide further information about these uses now that you are studying with us as a student of the RVC. In addition to the information in this notice, you may be given further information about the uses of your personal data when you use specific services and facilities offered by the RVC.

Some of the personal data used for the above purposes is classed as 'sensitive personal data' under the DPA, such as information relating to your ethnicity or your medical history. This is collected to monitor our equalities responsibilities and disability information will be shared with relevant RVC staff in order to provide you with the best possible support for your studies. Access to, and the sharing of, this information is controlled very carefully. You will be given more details about our use of any sensitive personal data when we collect it from you, however if you are asked to provide sensitive personal data by the RVC and the reason for doing is not clear to you please request further information from the requestor or from data@rvc.ac.uk.

From May 2018 the law relating to data protection is changing and it is likely to have an impact on this notice. To comply with this change, the RVC will need to amend this notice and will notify students prior to alterations taking effect.

How is my personal data used while I'm a student at the RVC?

Your personal information is used as permitted or required by law and for a range of academic and administrative purposes in relation to your study, your experience as a student and your general wellbeing. Its uses include the following:

Communications

- To enable effective communications with you – please note that your RVC email address will normally always be used for institutional communications with you. Your personal email will only be used in exceptional circumstances.

RoVER: is the web interface which allows students and staff to access data held in the College's student record system. The RoVer portal allows you to enrol, change contact details at any time, look up your candidate number, view information regarding your fees and loans, and print letters confirming your status for banks, council tax authorities and other bodies. Your basic contact details will be made available through the RVC student directory via RoVER.

Education

- To facilitate your education, record the details of your academic studies and progress and assessments including any placements with external organisations, and quality assurance processes including the award of your degree.

Echo 360: we may also potentially capture your image and/or voice recordings as part of your learning as a result of our use of Echo 360 in specified teaching locations across the RVC campuses.

Turnitin®: the RVC uses the Turnitin® UK system as a plagiarism detection source. The Turnitin® system compares your work against a variety of sources. You will be required to provide basic personal data (e.g. name, e- mail address, course details) to use the Turnitin® service. Turnitin's Privacy Statement provides further information regarding the collection and processing of your personal data.

Health, Safety, Wellbeing & Conduct

- To support your health, safety and wellbeing requirements.
- To keep a record of your main and temporary accommodation (at the RVC/ with landlords or placement accommodation).
- To operate security processes (ID cards and access logging/ CCTV, parking permits), health & safety reporting requirements.
- To record disciplinary, complaint, and or conduct/ fitness to practice processes and procedures.

Occupational Health: individual information may be shared with our Occupational Health Providers in order to assess fitness to practice, carry out health surveillance when required by law, and to enable them to support any individual occupation health assessments or services.

Police / Family: please note that this may include sharing necessary information with appropriate third parties such as your family or the police in circumstances where it is in your vital interests or legally required.

The RVC Students' Union

- To enable the RVCSU to manage your membership by communicating with you the RVC will share some information with them. RVCSU will use this information for running the Union, for example communications regarding your membership rights, including for example, notice of general meetings, referenda and election of trustees, as well as information about the Union's activities, clubs, societies and events. Some information will be provided by us to Membership solutions Ltd. to enable secure access to the membership sections of the RVCSU webpages.

Other subscriptions and memberships

- To enable RVC funded membership subscriptions to the British Veterinary Association or Student American Veterinary Association or similar professional bodies of benefit to the students.

Finance

- To administer the financial aspects of your relationship with us (e.g. fees, debts, funding) and any funders or sponsors.

Funders/ Local Authorities: Relevant personal data including periods of attendance will be shared with formal funding bodies including the Student Loans Company (SLC) and Student Finance as this will affect your right to receive funding. The RVC will confirm periods of attendance, assessment results and similar personal data to external bodies such as Local Authorities, tax collecting bodies where it is necessary and reasonable to do so. The RVC provides information to Local Authorities for the purpose of administering your council tax exemption including a list of currently enrolled students living within specific postcode boundaries

Debt: Your personal data may be shared with third parties attempting to recover debt on behalf of the University where internal debt recovery procedures have been unsuccessful. The RVC may also include details of an outstanding debt in any reference or verification of results supplied to a third party.

Insurance: The University may share your personal data with its insurers for the purpose of providing insurance cover or in the event of a claim.

Events

- To manage your use or booking of facilities and participation at events (e.g. social learning spaces, sports centre/ gym classes, functions, graduation)

Promotional, operational and educational materials / filming and photography

- Images (film or photography) maybe captured incidentally by us or by third parties (such as the BBC) at events or on Campus or more formally with your consent for promotional materials.

Images (film or photography): may be captured incidentally by us or by third parties working with our consent/on our behalf at events or on campus for a variety of applications including print, broadcast, and digital. Your image may be captured in crowds/background. We will

endeavour to clearly signpost when filming or photography is taking place but please be aware that these images may be used. From time to time we may also take individual photographs of students and in this case, we would seek your permission to use such images.

Monitoring and reporting

- To produce statistics and research for internal and statutory reporting purposes to the Higher Education Statistics Agency (HESA), HE funding councils and other government bodies

Higher Education Statistics Agency: The RVC will share some of your personal data with HESA, HE funding councils, other government bodies and/or third party organisations working on their behalf. A full description of the personal data which is shared with HESA and what they use it for can be found in the [HESA Student collection notice](#) on the HESA website. The RVC and HESA may compare your data to educational records from previous years to check the levels of your current qualifications in order to determine the fees you are required to pay.

National Student Survey: The RVC is required to pass personal data about its final year undergraduates to the Higher Education Funding Council for England (HEFCE) or their agents, in order for them to carry out the National Student Survey. This survey gives final year students the chance to give feedback on their experiences at the RVC. It is described in detail on the [National Student Survey website](#). The RVC will pass your name and contact details to the agent carrying out the survey. The agent may then contact you to take part. You do not have to take part in the survey and you can opt out at any time by contacting the agent and providing them with verification of your identity by confirming your date of birth.

Professional Statutory Regulatory Bodies: We also provide statistical or sampled assessment information to professional statutory regulatory bodies (RCVS, AVMA, AVBC, EAEVE) to maintain accreditation or inform their own quality assurance processes. The RVC is also obliged to share your personal data with professional bodies to confirm your qualifications and accreditation of your course. Your personal data may be shared with professional bodies where concerns about your fitness to practice have been raised, including where external examiners raise concerns during the external marking process. In respect of fitness to practice, your personal data will only be shared when deemed necessary by an appropriately qualified professional employed by the RVC.

UK Visas and Immigration: We may also provide information as required by law to the UKVI on individuals or the student population in order to maintain compliance with our visa sponsor duties

Equality Monitoring

- To produce statistics and research for internal and statutory reporting purposes to help us and statutory bodies meet the public sector equality duty under the Equalities Act 2010.

Graduate & Postgraduate Outcomes

- To produce statistics and research for internal and statutory reporting purposes to help us and statutory bodies understand the impact of your studies has on your career.

Graduate Outcomes Survey: Everyone who graduates from and including 2017/8 will be surveyed by a centralised provider on behalf of the HESA at 15 months post-graduation, we be

required to pass graduate contact details to HESA who have provided specific privacy guidance for the new collection here: <https://www.hesa.ac.uk/innovation/outcomes/providers/data-protection>.

Postgraduate Taught & Postgraduate Research Experience Surveys: We also provide very limited contact information to the [Higher Education Academy](#) who may then contact you to understand your experience as a postgraduate at the RVC.

Award Verification: RVC awards are a matter of public record. The RVC may therefore disclose to third parties whether or not you have received an award and if so, the date and classification, without notifying you. Such a disclosure would be subject to a check regarding the origin of the request.

References: Academic staff may agree to provide a reference for you, if you apply for a job or further study. You should ask permission from the staff member and the requesting organisation should provide a copy of your signed consent.

Alumni relations

- to keep you in touch with RVC and the Alumni Community, Further details about how the Directorate of External Relations may use your information can be viewed in the separate [External Relations Privacy statement](#).

How can I access my personal information?

Under the DPA1998 you have the right, subject to certain exemptions, to access the personal data that is held about you. Details are set out on the RVC's Data Protection policy which can be found on the [intranet's data protection pages](#). The RVC's Data Protection Policy can also be found on our [website](#). You also have the right in some circumstances to object to the processing of your personal data please see the [Information Commissioners Office](#) for details of all your rights in relation to the Data Protection Act 1998.

Who regulates the use of my personal information?

The College maintains a data protection registration with the Information Commissioner's Office, the independent authority which oversees compliance with the DPA. The RVC's registration number is Z6779018 and sets out, in very general terms, the full range of purposes for which we use student, staff and all other personal information. Please see the [Information Commissioners Office](#) website for details.

Who do I contact with questions?

If you have any questions about how your personal data is used, please consult the [intranet's data protection pages](#). The RVC's Data Protection Policy can also be found on our [website](#).

If you need further assistance, please contact the College's Data Protection Officer: data@rvc.ac.uk

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