

BU Privacy Notice:

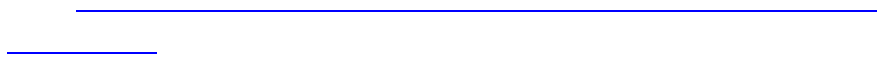
1. Introduction

(a) What is this Notice?

This Notice covers information about BU Students. This includes any person who has firmly accepted an offer to study at BU, as well as anyone registered or already registered on a credit-bearing course of study provided by BUAs we hold information in a form that identifies individuals, it is “personal data” [often referred to as “data” in this Notice]

More information: Current data protection laws are set out in the UK's Data Protection Act 2018 and the UK GDPR .

Under these laws BU is the data







Necessary for research or statistical purposes, where it is considered that that the use of your data will be proportionate to the aims of the research and that your interests as a data subject will be appropriately safeguarded. [Art 9.2(j)]

In addition, we can only process information about ~~any~~ criminal convictions you may have where this is in the substantial public interest and falls within a relevant description of processing set out in Schedule 1 of the Data Protection Act 2018. Further information about the basis on which we process this information is set out later in this Notice.

2. When and how we collect your data

x Information we collect or generate about you

The Information we collect and generate about you includes information:

- x Collected from you or your recruitment agent: through your original application to BU, through online registration/enrolment, through the work you undertake on your course and through all your contacts and engagements with BU staff and service providers;
- x Collected from or via UCAS: the information which you provided in your UCAS application and other information generated through the UCAS admission process.

More information: The information of this type that we hold includes special category data and information about relevant criminal convictions and offences, including:

- x Information concerning your health and medical conditions (e.g. disability and dietary needs) including information provided from Occupational Health (OH) checks, where this is necessary for risk assessments carried out for specific purposes
 - x Information about certain criminal convictions and about other matters on your criminal record, including information provided by Disclosure & Barring Service (DBS) checks, where this is
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ARC/Placement on the Web. Occupational Health information relating to healthcare placements is held in a system owned by Dorset Healthcare called PASGE. For Postgraduate Researchers we use a system called ProGress. For those undertaking an apprenticeship with BU we use a system called BUD.

BU uses a learning analytics (LA) system to help staff support students and understand student engagement and the learning experience, and to help students understand their own engagement with their learning. The LA system collects and analyses data held in other BU systems such as SITS (the student record system) and Brightspace (the virtual learning environment), and data collected through the Checkin+ tool which is used to capture attendance at BU learning sessions. Attendance and engagement information, and information about management of your academic engagement is also held in a BU system called Engage, which also collects and uses data from SITS, Brightspace and the Jisc/Checkin+ systems. This is further explained in section 4 of this Notice.

BU staff are required by their contracts and BU policies to access information in these systems where this is required for the purposes of their role within BU and to fulfil our contract with you.

Your personal data will also be held in electronic and/or hard copies within files and email folders in individual BU administration departments. This includes information held by our Finance Academic Quality departments in relation to their administration of your course and the associated financial arrangements. This information is also held by our admissions departments in relation to the processing of your application. See the [Student Recruitment and Admissions privacy notice](#) for further information. It will also include any information generated through your decision to access additional services provided by or through BU, such as Accommodation Services and Additional Learning Support, and other optional services such as those provided by SportBU.

4. How and why we process your data BU purposes

This part of the Notice is divided into the following sections which deal with different aspects of data processing within BU.

- (a) Course Delivery & Education Services
- (b) Student Support, Wellbeing & Risk Assessment
- (c) Accommodation, Campus Facilities & Additional Student Services
- (d) Organisational Development, Quality Improvement & Regulatory Compliance
- (e) Day to Day Communications
- (f) Administration, Compliance & Systems
- (g) After you finish your BU course

Within each section, the main text gives an outline of the processing activity and a symbol to show the legal basis of that processing. For those that wish to have a more detailed understanding of the processing, including its legal basis, you can read the text marked "information".



(a) _____

The data processed for these purposes will include a range of information we collect

about circumstances affecting your academic engagement, with your consent we will use this to identify academic and non-academic support you may require and help you access support.

BU uses systems and data to help staff to support students and to better understand student progress and engagement and the learning experience. These systems and data are also intended to help students understand their own engagement with their learning and the impact of their engagement on their academic progress and success

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We may deliver some teaching, supervision and assessment activities by remote or on-line methods, using facilities within BU systems or tools such as Zoom or Microsoft Teams. Where this is the case, the same types of data are processed as described above and for the same purposes. However, there may be additional recording of the data being processed, for example through use of recording, monitoring or messaging functions within the systems being used. BU staff will be transparent about the way in which they use these tools. To avoid any adverse impact on staff and other students, you will need to comply with any instructions or guidance given to you about how to engage with remote delivery and specific tools being used for it.  

More information: This processing is necessary to enable you to follow your programme of study in accordance with the BU Student Agreement (including relevant BU policies and procedures) and develop and progress academically with a view to obtaining the academic standard required to achieve the qualification or credits associated with your course.



We process your data through the marking of your assignments and examinations, and in discussions and decisions about the award of marks, grades and degrees. For certain assignments and examinations your submitted work may be shared with external examiners, i.e. academics not employed by BU who provide an external perspective on the BU marking process to ensure that it is fair and maintains appropriate academic standards. For Postgraduate research the thesis will be shared with external examine(s) for the purpose of the viva voce examination.

When you submit assignments for formal assessment through the Brightspace VLE these will automatically be subject to a plagiarism detection review using iTurnitin® software. This software uses textual similarity analysis to provide a plagiarism risk-rating for your work. This is shared with the BU staff member marking your work, who will consider whether any action is required. Your assignment will automatically be stored within iTurnitin®'s database for reference in detecting plagiarism. Use of iTurnitin® involves transfer of your personal data outside the EU, to the United States, but contractual arrangements and other protections are in place to ensure that your data receives the same protection as it would when held in the UK/EU.

We monitor your overall engagement with your course as part of the process of supervising and supporting your academic progress and supporting your wider interests and welfare (see above). We will share information about your attendance at specific teaching sessions with third parties where this is required either for professional regulatory body requirements (courses within the Faculty of Health & Social Sciences which lead to professional registration) or to satisfy the conditions of apprenticeship programmes.



Necessary for the performance of the contract between you and BU

-  Necessary for performance of BU's core public task, i.e. delivery of higher education and research
-  Necessary for compliance with a legal obligation on BU: in compliance with Immigration Act 2016 [Art 6.1(c)]

x Evaluation and improvement of courses and student experience





We sometimes ask for your feedback on your academic experiences. We use your feedback on our courses and your study experience at BU to comply with our policies on programme monitoring and evaluation, in order to maintain and improve the quality of our courses and teaching activities and take decisions as to the nature and content of the programmes we will provide to students in the future. Further information on this is provided below.



We also process your data, including data about your academic progress and performance, to meet the requirements of our regulator, the Office for Students (OfS). We use this data to plan and execute activity to monitor and enhance the quality of our provision and support our Access and Participation Plan as required by OfS. More information about our reporting to OfS is provided in the Organisational Development section below.



More information:

-  Necessary for the performance of the contract between you and BU
-  Necessary for performance of BU's core public task, i.e. delivery of higher education and research
-  Necessary for compliance with a legal obligation on BU: we will identify the relevant obligation [Art 6.1(c)]
-  Necessary for the purposes of substantial public interest

x Academic appeals, student complaints, student disciplinary proceedings, Fitness to Practise and Support to Study proceedings.


We will share your data as necessary to manage these situations fairly in accordance with BU's policies on appeals, complaints and disciplinary action. If you make an academic appeal or a complaint, this will usually mean disclosing information about the case to the individual(s) responsible for the matters you are complaining about. Information may be disclosed to individuals from outside BU who sit on panels who take decisions about this type of case.

We may share data externally with the Office of the Independent Adjudicator for Higher Education (OIA) if a complaint or appeal is referred to them.

This will include processing of information about any health issues or other personal circumstances which you provide to us for consideration within these processes.

More information: If you submit an academic appeal or make a complaint under our Student Complaints policy relating to any aspect of your course, or if there is a concern that you may have committed an academic offence


as necessary to complete the relevant BU process and share it with the OIA if you refer the matter to them.

 Consent: you have agreed to this processing

x Applications for exception/special consideration

We process information about requests from students for consideration of exceptional circumstances which may be affecting their academic performance, in particular their ability to meet deadlines for submission of assignments or other course requirements.



Where the reasons given for the request relate to health conditions or disability, we will be processing special category data. 

More information: We will only process this as necessary for determining your request and implementing any special arrangements which are agreed.



Necessary for the performance of the contract between you and BU



Necessary for performance of BU's core public task, i.e. delivery of higher education and research



Consent: you have agreed to this processing

x Virtual learning environment (Brightspace)

BU uses the Brightspace Virtual Learning Environment (VLE) to carry out many activities in respect of the management and delivery of its courses. This includes provision of access to learning and teaching resources, provision of personal and professional development resources for postgraduate researchers, use of Brightspace's tools for communications between students and BU staff, management of courses and provision of teaching and learning support, submission of assignments (including referral of assignments to Turnitin®) capturing data relating to student attendance and engagement and transmission of marks and feedback on student work. Students will receive messages through Brightspace from BU staff regarding their study at BU.



More information: The Brightspace system is provided to BU by an external supplier and cloud-hosted. Our arrangements with the system and hosting suppliers include provisions as to data security.

Students access Brightspace through individual accounts. Students are not able to view material relating to or generated by other students, except where communications take

your study at BU. This will record your name and email address should you choose to create a personal profile.

f Booking and calendar system, LibCal, used to manage appointments and workshops. We retain information about the reason for any 1 appointments and use this to monitor and report on academic skills activities.

f A variety of online library resources supplied and hosted by external providers, but utilising BU's IT security arrangements. Your university login enables you access learning resources relevant to your study t (u)-059(i)-1.5 (ti1.7 0.001 -1.5 (o))-6.1 (y)2 (es)-3.5

requirements for providing apprenticeship funding. Employers will receive the same information plus information about your punctuality, and your academic progression) line with this agreement. Where an apprenticeship End Point Assessment is not conducted by BU, we are required to provide personal and contact details to the selected external End Point Assessment organisation.

If BU is delivering education courses to you as part of an apprenticeship programme provided by another education provider (e.g. Bournemouth & Poole College), we will provide information to the other provider so that they can then share information about you with your employer and the ESFA.

Ofsted has responsibility for inspecting and reporting on the quality of apprenticeship provision. We process data about the attendance and progression of apprentices as required by Ofsted as part of their inspection processes.



Necessary for the performance of a contract between you and BU/other refers to your agreement to undertake the apprenticeship programme.



Necessary for the performance of a task carried out in the public interest core purpose as a statutory higher education corporation (including provision of apprenticeships)

Necessary for legitimate interests: employers' interests in ensuring that employees undertaking apprenticeship programmes comply with rs' inz eQss o a.5 (y)--empner to under.5 (y)--4k(t)1.e (h r)*.ees68 e (t)-1.9 5 (i)-es c pot.ES QFigureTj EMC

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will be told about such terms and conditions when the bursary scholarship or studentship awarded.

In relation to BU Financial Stry

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Necessary for performance of BU's core public i.e. delivery of higher education and research




Necessary for legitimate interests pursued by BU, i.e. enabling access by students to opportunities relevant to academic study and/or future career opportunities .

x Disclosure to research funding organisations

Certain external research funding bodies impose requirements on BU to inform them if individuals working on a project funded by them are subject to investigation or sanction for bullying or harassment. These requirements are part of the terms and conditions of funding. The exact nature of the information which has to be disclosed and the timing of disclosures varies by individual funding body. You will be given more information about these disclosures if you are included in the team for a relevant research project. The funding bodies which impose this type of requirement currently include the Wellcome Trust, the British Heart Foundation and Cancer Research UK.

 Necessary for the performance of a task carried out in the public interest, i.e. professional regulation, maintenance of professional standards and protection of the public

 Necessary to protect the vital interests of another person

Processing of criminal records information is carried out under Article 10 GDPR, on the basis that paragraphs 6, 11 and 18 of Schedule 1 to the Data Protection Act 2018 apply [see further explanation later in this Notice].


(b) Student Support, Wellbeing & Risk Assessment

x General

This section provides an overview of the processing of your data for support, welfare and risk assessment purposes. The sections below provide more detailed information about processing of data for these purposes in some circumstances, e.g. in connection with particular course requirements or where you access certain support services from BU.

General enquiries or support requests and queries about lost property are processed through the

Prior to online registration we asked you to tell us about any disabilities, health conditions, learning support needs or other support needs which might be relevant to your life at BU. We ask for this information so that we can assess the range of support you may need and put appropriate

 Necessary for legitimate interests pursued by BU, i.e. support of care leavers

x Additional Learning Support

If you have a condition, disability or support need which may mean that you require additional support with learning or other adjustments by BU




For students applying for or living in BU located accommodation, information about your support requirements may also need to be shared between ALS, BU's Residential Services team and external accommodation providers for the purposes of providing you with access to suitable accommodation and support. ALS may also process information about any disabilities you have, to assess your eligibility for BU parking permits on behalf of our Estates department.



Consent: you have agreed to this processing








Necessary for the performance of a task carried out in the public interest: auditing of public funding [this relates to sharing with DSAG (the Disabled Students Allowance Quality Assurance Group) information about students

-  Necessary for healthcare purposes, including assessment of working capacity, medical diagnosis, provision of treatment or the management of healthcare arrangements.
-  Necessary to protect your vital interests or those of another person, i.e. to prevent or manage significant risks of harm
-  Necessary for the purposes of substantial public interest: safeguarding vulnerable people

x Support to Study process

We will process your data as necessary for the purposes of BU's Health, Wellbeing and Support to Study Policy and Procedure. This applies where BU staff have significant concerns about your behaviours, attitude or ability to undertake your course or elements of your course, and where we believe that this is related to underlying health conditions or disability or that otherwise it would not be appropriate to use the Student Disciplinary Procedure in response to these concerns. This may include processing special category data about health conditions and disabilities which you provide to us for the purposes of this process or which you have previously provided to us for other purposes. Information processed within this BU process may subsequently be shared with the Office of the Independent Adjudicator (OIA) if you refer your case to the OIA for a review.

More information:

-  Necessary for the performance of the contract between you and BU, i.e. the Student Agreement
-  Necessary for performance of BU's core public task, i.e. delivery of higher education and research and safeguarding students
-  Necessary for legitimate interests pursued by BU, i.e. compliance with the OIA process
-  Consent: you have agreed to this processing
-  Necessary for the purposes of substantial public interest: safeguarding vulnerable people

x Medical Conditions and Health & Safety

We ask you to tell us about any disabilities or health conditions which may have implications for your or others' health & safety while you are at BU. This would include any disability or condition which may affect your ability to undertake particular activities safely. We will not know this information or be able to help you manage risks unless you tell us. We give you an opportunity to provide this information in the myHub action we ask you to complete before

enrolment. If your course involves activities for which a health and safety risk assessment is required (such as field trips, laboratory work or workshop activities involving use of machinery), we need to ask you specific questions about health conditions, disabilities and support needs in order to identify and manage any particular risks to you and others within these environments

If you provide this type of information, with your agreement we will work with you to assess your disability/condition and its potential impact, and agree a health & safety action plan needed to manage risks to you and others or any other wellbeing or support plan you wish to put in place

More information:

If your course involves activities such as field work, laboratory work or use of workshop machinery, we need to know about relevant conditions or support needs so that we can manage health and safety risks to you and others. If you are not on a course of this type you do not have to provide us with this information. However this will usually affect our ability to provide you with support in managing the impact of your condition/disability.



Explicit consent: we only process this information with your specific agreement



Necessary to protect your vital interests or those of another person, i.e. to prevent or manage significant risks of harm

x Student Wellbeing Service

This service provides counselling and other support in respect of wellbeing issues and mental health or distress. If you wish to access this support, with your agreement BU student support staff will process your data in order to refer you to the service, which is provided by Dorset Healthcare University NHS Foundation Trust (an NHS organisation separate to BU) under a contract with BU. If you access the wellbeing service you will be given further privacy information about the use of your data.

More information: A wellbeing service for BU students is provided by Dorset Healthcare University NHS Foundation Trust (an NHS organisation separate to BU). This service is provided under a contract between BU and the Trust. If you wish to access this service, the BU student support team will use your data to refer you to this service. Following referral, with your agreement your data (including information about any relevant health conditions or disabilities) will be shared with and processed by the wellbeing service. You will be given further information about this processing, and asked to sign a form consenting to the use of your information, when you are referred to the service.

Within the wellbeing service your information will be processed only by healthcare professionals who are subject to professional obligations of confidentiality



Consent: you have agreed to this processing

x Criminal records information and Disclosure & Barring Service checks

BU requires offer-holders and students to disclose information about criminal records matters as follows:

- o If you are accepting an offer from BU on certain health & social care and Sports Therapy courses which include mandatory practice learning placements in the regulated professional environment we require you to declare and provide details of any matters on your record which would be disclosed through an Enhanced Disclosure & Barring Service check

organisations as part of this process. For further information see our Student Recruitment and Admissions Privacy Notice.

- o Everyone accepting an offer to study at BU is asked to declare certain relevant unspent criminal convictions (as defined in [Admissions Policy and Procedure for Applicants with a Criminal Record \(BE\)](#)). We ask you to give us this information so that we can assess and manage any risks arising from the conviction in the context of the University environment.

The requirement to declare these matters at BU is on-going. This means that you also have to declare any unspent criminal convictions to BU as part of your application process.

to manage any issue which arises in connection with the accuracy of previous declarations made to BU or in connection with any later conditional criminal matters arising.

If you have made the required declaration when accepting an offer but you subsequently receive a relevant criminal conviction or other matter (i.e. a matter that you would have been required to declare at the earlier stage), you need to notify BU. In addition, during enrolment at the start of each academic year you will be asked to confirm whether there are any changes you need to make to your previous declaration(s) regarding relevant criminal convictions or other matters. Any information provided in these declarations will be processed in the same way and for the same purposes as the original declarations required, and we will disclose it to the Disclosure & Barring Service if it is relevant to its statutory functions of protection of children and vulnerable adults.


Further information about BU's processing of students' criminal records information is set out in our policy 3E: Admissions Policy and Procedure for Applicants with a Criminal Record (available in the Important Information section on the BU website).





Necessary for the performance of a task carried out in the public interest: this refers to the University's role in supporting the regulation of health and social care professions by assessing the suitability of applicants to courses leading to those professions, its task of providing education in accordance with its own regulatory requirements.

o Other courses:

f Paragraph10: necessary for the purposes of prevention or detection of

 Necessary for the performance of a task carried out in the public interest: providing support to students to enable them to access higher education

 Necessary for legitimate interests pursued by BU: providing support to students to enable them to access higher education

 Consent: you have explicitly consented to the processing of your personal data for the purposes of providing support to students to enable them to access higher education

Students resident in BU accommodation will automatically be sent information about ResLife events and activities by email and text, as access to these services

party accommodation partners. By providing the information you consent to its use by BU and its accommodation partners where this is necessary to identify appropriate accommodation for you, process your accommodation booking and support you in BU accommodation. You can withdraw your consent at any time, but this will affect our ability to provide you with accommodation and support.



Consent: you have agreed to this processing.


While you are living in BU accommodation, if there are concerns about your welfare then BU's Residential Services team and your accommodation provider will share information between them and will provide information to other people within BU or to

appropriate permissions through use of their student ID card. Where you obtain access in this way, the access control system will record your name and ID card number together with the details of your entry and exit times to the relevant buildings. This data is held in our systems for three months before being automatically deleted. While held this data is accessible only to limited staff with responsibilities for managing or supporting the access control system. The data is extracted and used /shared only for the purposes of identifying or resolving system or access issues (e.g. issues with access permissions), or where required for the



accessible only to staff in the Estates team with responsibility for managing the

- o Culture

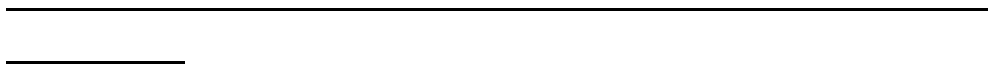
We issue regular mailings to those interested in music and art activities and events. Separate privacy information will be provided in those communications.

With your agreement, we will share your data (including your contact details and information about your musical interests) with music tutors to facilitate the arrangement of music tuition. 

- o SportBU

Separate privacy information will be provided when you access SportBU services and facilities. Communications may be sent to you about the existence or scope of SportBU services as described in the Communications section below.  

- o BU Careers & Employability Service



with our policies on programme monitoring and evaluation in order to maintain and improve the quality of our courses and teaching activities and take decisions as to the nature and content of the programmes we will provide to students in the future. Where relevant, your feedback is also used for other organisational development purposes e.g. to consider future approaches to providing financial and other support for students and determine how to communicate with applicants/potential applicants and students in the future.

results of these surveys in anonymised form. Separate privacy notices will be given to you by those carrying out the surveys if you agree to participate. For PTES and PRES, the survey is developed by Advance HE for use across the HE sector and administered by BU in relation to its students. To run the survey we use an individual identifier linked to student name, but the identifiable information is deleted after the results are received and we do not connect the survey responses to individuals. There is a separate section below about the national surveys we are required to take part in, the National Student Survey (NSS) and the Graduate Outcomes Survey (GOS).

- f* We use your evaluation to provide overall feedback to the BU staff who manage and deliver a course, with a view to securing appropriate improvements to the course and its delivery.

- f* If your feedback has not been provided anonymously, we will sometimes ask to discuss feedback with you for the purposes of improving the relevant course or course delivery or giving you in feedback (o)-3.1 aes eo t ieedbas k w f lfursgiilla

academic year. It includes information about your ethnicity, health/disability, your gender status, sexual orientation and your religion or equivalent beliefs. It also includes information about your qualifications on entry to BU and about your socioeconomic background, such as the socioeconomic profile of your home address, whether you are a care leaver, whether you are estranged from your family and whether you are the first person in your family to attend higher education. For analysis and reporting purposes we often link this data together and to the further information about your academic performance and progression which is generated through your study at BU and contained in your student record, and student feedback collected as described above.

The processing described in this section is carried out for the purposes of data analysis and reporting, which informs work to develop our provision of education, support and other services to students; it does not focus on you as an individual or involve taking decisions or actions relating to you specifically as an identifiable individual. The outputs from this activity are reports which refer to anonymised, statistical data from which you cannot be identified. This analysis is used:

- o Internally to help us improve the quality and effectiveness of our education provision, student support arrangements and wider services for students; we can increase our ability to meet the expectations and needs of students/potential students and future employers;
- o Internally to help our Access and Participation work at BU as required by the regulatory requirements of the Office for Students (OfS) Education And Skills Funding Agency (ESFA) and promote equality of opportunity in accordance with the Equality Act 2010. This may include using the analysis to identify categories of students who may benefit from particular support or adjustments to current practice, plan provision of such support or adjustments and evaluate the success of such measures;
- o In external reporting to the OfS and the ESFA on our performance as a higher education provider and our compliance with regulatory conditions, including our Access and Participation Plan) and to the UK government and other government/public sector bodies



More information: The statistical analysis we create is carried out primarily by data analysts in our Academic Services Planning, Risk, Intel, Management Information and Enhancement (PRIME) teams and is presented in a format which does not identify you as individuals.

Internally, reports on this statistical analysis are shared in a range of ways. This includes reporting within our governance structure, to our Board, Senate, Committees and sub-Committees. It also includes use within our Academic Quality, Faculties and professional service teams to drive improvements within BU.

Externally, BU is required to make a range of reports. These include reporting on BU's actions for the purposes of widening participation as well as reports to OfS to appraise the quality and effectiveness of BU's teaching and research activities. BU may also be asked to provide similar reports to the UK Government (Department for Education) and other public or government bodies or agencies.



Necessary for performance of BU's core public task, i.e. delivery of higher education and research



Necessary for the purposes of substantial public interest: this is equal opportunities monitoring



Necessary for research or statistical purposes

x Providing data to HESA & ESFA

As a higher education provider BU is legally required to include your personal data in an annual data report to HESA, the Higher Education Statistics Agency, in the





Necessary for research or statistical purposes

x Arrangements for national surveys

BU is required to facilitate the conduct of two national surveys used to appraise the quality and effectiveness of higher education experiences in the UK and facilitate higher education policy-making. For this reason, we will provide your name, course details and contact information to:

- f* the organisation which acts on behalf of the Office for Students to carry out the National Student Survey (NSS)

This is an annual survey of higher education students' views about their

experiences in higher education



If you obtain funding from another source (e.g. sponsor or ~~the~~ government) we may also need to share your data with them in accordance with the terms on which they provide your support.

If you obtain financial support from US Federal funding, we will need to share your data with the US authorities including the US Department for Education, who also require us to retain indefinitely the supporting documentation you provide to us.

If you obtain financial support from other US private loans such as Sallie Mae or Ernst, we will need to share your data with those loan companies who also require us to retain indefinitely the supporting documentation you provide to us.



Necessary for the performance of the contract between ~~and~~ or the terms of an agreement you have entered into for financial support






Necessary for legitimate interests pursued by the Student Loans Company applying their funding eligibility criteria and the terms of their loan agreements

f Expenses

If you are able to reclaim any expenses incurred, e.g. in the course of a BU research project, we will process information about the relevant activities and your banking details in order to ~~to~~ determine whether BU can pay the expenses and to make payment as appropriate.

f Scholarships, bursaries and BU Financial Support funding

We process your data as necessary to make payment of any scholarships, bursaries or BU Financial Support funding you are awarded. This will include name, contact details, course and award details and payment information (e.g. banking details). This will include sharing data with ~~to~~ ~~to~~ enable payment by VISA ~~payment~~ card to enable ~~to~~ ~~to~~ meet banking regulation requirements to “know your client/customer”.   

f Debt collection

If you fail to meet your financial obligations to BU, we will process your data for the purposes of debt collection. If you do not respond adequately to our request to remedy any debt situation when given appropriate opportunity to do so, we may share your data with a third party contracted to provide debt collection services to



BU (currently the legal firm Shakespeare Martineau). For these purposes we will process and share information about you, your fee status and fee liabilities, your payment or non-payment of fees and your contact details



Necessary for the performance of the contract between you and BU



Necessary for legitimate interests pursued by BU: collection of debts owed to BU

To comply with legal and audit requirements we keep personal data relating to these Finance matters for a minimum period of seven years after the end of the tax year in which the relevant payment is made.

x Complaints & discipline

If you are subject to the student disciplinary process, we will process your data as required to complete this process. Further information is set out above.

x Immigration Compliance

If you are from the EU/EEA, your immigration status and the information we will need to process for immigration purposes will depend on when you entered the UK, but you should contact AskBU or immigration@bournemouth.ac.uk if you are unsure of your status.

If you have EU/EEA settled or pre-settled status you will need to provide us with a copy of your passport and evidence of your right to study in the UK (this can be obtained from the Home Office website). You will need to provide this documentation during online enrolment.


If you require any other visa, including a Student visa in order to study in the UK, we will need to process your data for purposes relating to immigration and visa applications.


Where you are given a Student visa, we are also required to report to UKVI on matters which may affect your visa status: this includes any interruption of your studies, change in course, withdrawal from the course or early completion. We are required by the UKVI to confirm any students who successfully complete a qualifying course and that meet the current immigration requirements of that route.

We will retain any documentation you provide to us in support of a student visa application (e.g. financial or medical documents) only for the period during which we are carrying out the assessment of eligibility for a CAS. Once the CAS is issued we destroy/delete this documentation.

We are required to retain some information collected for the purposes of our position as a Student visa sponsor under the immigration legislation for the duration of your studies, and some information must be retained for six years after completion of your studies. We are also required to share retained information with UK Visas and Immigration on request for audit purposes. This is in accordance with current document retention guidance for student visa sponsors which is issued by UK Visa and Immigration.


More information:


 Necessary for compliance with a legal obligation on BU: our obligations as a student visa sponsor/licence holder under the immigration legislation and immigration law requirements with respect to holders of EU settled status.


 Consent: you have agreed to this processing

x Audit

Your data which is held within our Finance or other administration teams may be viewed by BU staff carrying out internal audits or staff of external companies or organisations carrying out external audits of our operations. They will process this data for the purposes of auditing our compliance with BU processes and legal or regulatory requirements. They will not use your data to contact you or take any decisions relating to you as an individual.

 Necessary for the performance of a task carried out in the public interest: BU's core purpose as a statutory higher education corporation, to deliver higher education and carry out research

 Necessary for compliance with a legal obligation on BU: our obligations as a charity and our obligations to report to Office for Students

 Necessary for legitimate interests pursued by BU: ensuring the appropriate and efficient financial operations and governance within BU.

x IT services and systems

We process your data in the course of providing, maintaining and protecting the IT systems and network which we use to hold, access and create the personal data relating to you which is covered by this Notice. Some of this processing will be carried out by third parties who provide those systems to us or provide technical support services to us. These include Tribal which provides the SITS (Student records) system used for student records and our provider of out of hours IT support. Your data will be processed in the course of the following activities

- Holding data and hosting systems

way. If you do not consent, this will not affect your ability to attend or participate in the graduation ceremony.

Consent: you have agreed to this processing

Film footage of all of our graduation award ceremonies is broadcast online and will be available to view online afterwards. The film will be live-streamed through the BU website, and will later be available to view on You-Tube. If you have any concerns about this, please contact askbu@bournemouth.ac.uk to discuss: however please note that we are unlikely to be able to guarantee your privacy, particularly with regard to the live-stream.

We will also share data with a third-party contractor (Stageclip) so that it can create and provide access to a film clip of your participation in the graduation ceremony. We will provide Stageclip with your name and award (type of degree and programme title), and the email address you provide for this purpose. You will be given access to the film clip they produce of your participation in the award ceremony.



Consent: you have agreed to the sharing of this data

BU also takes photographs and films throughout the day of the Graduation ceremony, and includes some of these films and photographs in frequent social media posts. Please see our website [<https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy/use-personal-images>] for our standard information about use of personal images recorded at BU events. However, due to the size and nature of the graduation event we are unlikely to be able to guarantee that we will not include particular individuals in photographs, film or social media on the day. Again, please [contact us](#) if you have any queries or concerns about this. We will consider any concerns or objections you have in relation to future use of photographs in our marketing or publicity materials.

In general, you need to be aware that a very large number of people attend our graduation

We may continue to process your data within our Careers service (MyCareerHub), if you take up your ability to use this service for up to three years after Graduation. You will be provided with a new graduate log-in for MyCareerHub for this purpose, and will be given


circumstances in which we share data with third parties which are not covered in this Notice or other privacy information, such as where



student status. This is used to enable you to log into the SUBU website as a confirmed
BU student, so that you can access events and activities which are open to BU students
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provide the Council with your name, date of birth, nationality, home address, term-time address and your BU email address.



In addition, we assist the Council with its electoral registration functions by providing you with an opportunity to register to vote in the BCP area during annual online registration (if you are eligible to register on the basis of your term-time address). If you take up this opportunity, with your agreement we provide the Council with required information from your BU student record, your national insurance number and information about your electoral registration preferences. 

More information:

You do not have to complete the electoral registration process within online registration: we do this only with your agreement. If you do complete the electoral registration form within

We will also share personal data with the police or other organisations with responsibility for investigating potential crimes such as fraud (e.g. local authority fraud investigation teams) where satisfied that this is necessary for the prevention or detection of crime. 🌟

This may include sharing special category data such as health information 🌟

Where we use a cloud-based IT system to hold your data, and the data in the cloud is stored on servers located outside the UK in a country which is not subject to an adequacy decision. In these circumstances we safeguard your data through

Right to request access to your data as processed by BU and information about that processing ["subject access request"]

Right to rectify any inaccuracies in your data

Right to request erasure of your data from our systems and files

Right to place restrictions on our processing of your data

Right to object to our processing of your data

Right to data portability: where we are processing data that you have provided to us, on the basis of consent or as necessary for the performance of a contract between us, you have the right to ask us to provide your data in an appropriate format to you or to another controller.

Most of these rights are subject to some exceptions or exemptions, depending on the purposes for which data is being processed.

If you have any questions or concerns about our processing of your data, please contact the **BU Data Protection Officer (DPO)**:

Email: dpo@bournemouth.ac.uk

Telephone: 01202 962472

Address: Poole House, Bournemouth University, Fern Barrow, Poole BH12 5BB

If you would like to exercise any of your rights as outlined above, you can contact the DPO as above or visit the Data Protection page on our website [<https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy>]

Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF