

PRIVACY NOTICE FOR STUDENTS AND PROSPECTIVE STUDENTS

About this document

This Privacy Notice (**Notice**) explains how Imperial College of Science, Technology and Medicine (**the university, Imperial, we, our, us**) processes the personal data of our students and prospective students (which includes students of our evening and lunchtime programmes and our Executive Education Programmes) (**you, your**) and your rights in relation to the personal data we hold.

This notice forms part of a wide variety of ways in which you may initially interact with Imperial and one we hope will lead to you continuing to engage with the university for many years. Other Privacy Notices of note in this regard are as follows;

- Events Privacy Notice / [Privacy Notice](#) [URL];
- Outreach Privacy Notice / [Privacy Notice](#) [URL]
- Student Recruitment and Marketing Privacy Notice / [Privacy Notice](#) [URL]

We also hope and expect that our relationship with students will continue once they leave Imperial. Our privacy notice aimed at alumni can be found via the following;

- Advancement Privacy Notice / [Privacy Notice](#) [URL]

We also want you to be aware of possible use of Artificial Intelligence (AI) within the various activities we undertake. These activities and your rights are explained in the following addendum

which is explain via the following;

[AI Privacy Notice Addendum](#) [PDF]

For the purposes of any applicable data protection laws in England and Wales, including the Data Protection Act 2018 (DPA) the UK General Data Protection Regulation (UK GDPR) and General Data Protection Regulation EU 2016/679 (EU GDPR), Imperial is the data controller of your personal data.

How your personal data is collected

Imperial collects your personal data from the following sources:

- from you, typically when you:
 - attend an activity or event run by an Imperial department, for example an Outreach programme, summer school or activity;
 - interact with us before joining as a student, for example when you provide your contact details for open day events or when you apply to study at Imperial;
 - enrol as a student with us, as part of the student registration process;

- complete our surveys and feedback forms;
 - interact with us during your time as a student of the university, including in communications you have with Imperial;
 - visit Imperial's website, including when you register or use our online payment portals or store;
 - when you request information / assistance via an online form.
 - When you register for an event or webinar
 - When you use a third party service that has a relationship with Imperial or attend an event organised by a third party and indicate that you wish to be contacted by Imperial (e.g. Cappex, EdX, QS)
- from third parties such as:
 - institutions such as your school or employer when they provide a reference for you;
 - the Universities and College Admissions Service (UCAS), from whom we may receive your application to study at the university where you are applying to study on an undergraduate course (UCAS' privacy policy can be accessed via its website / [Privacy Notice](#) [URL]);
 - other institutions involved in joint and exchange programmes you are undertaking or applying to undertake (including institutions providing clinical training components in medical education);
 - our contractors and service providers who perform services on our behalf, many of which are outlined in this Notice;
 - other relevant third parties such as the Student Loans Company;
 - affiliate partners that you have consented / requested to provide Imperial with your data. This could include recruitment fair providers, partnership websites and student mailing lists;
 - [Office for Students](https://www.officeforstudents.org.uk/) / <https://www.officeforstudents.org.uk/>[URL]
 - UK Research and Innovation (UKRI) / <https://www.ukri.org/> [URL]
 - HEAT – the Higher Education Access Tracker / <https://heat.ac.uk/> [URL].

What categories of personal data are collected?

We collect and process the following categories of personal data:

Identification and contact details

- biographical information such as your name, salutation, title, date of birth, age and gender;
- your image and likeness (as captured in a photograph or on CCTV);
- your contact details including address, email address and phone number;
- information about your family or personal circumstances (including welfare information), and both academic and extracurricular interests, for example where this is relevant to the assessment of your suitability to receive a place on a course, a bursary or scholarship, or in order to provide you with appropriate pastoral care and welfare support;

- information that evidences periods of residency (such as utility bills, proof of mortgage and travel) or financial circumstances (such as bank statements and proof of income);
- information that evidences your family relationships (such as a birth, adoption, marriage or civil partnership certificate);
- national insurance number (or other tax identification number) and your passport number or national identity card details, country of domicile and your nationality;
- your unique student number and username which is assigned as part of your engagement with Imperial;
- where appropriate, diversity and background information that you provide to us

Student life, academic and employment

- the courses you have completed, dates of study, examination results and attendance record. We will also keep records relating to assessments of your work, details of examinations; taken, your predicted and actual examination grades, disciplinary and other information in your student record;
- information relating to your education and employment history, the school(s), colleges or universities you have attended and places where you have worked;
- records of communications sent to you by Imperial or received from you;
- records of your attendance Imperial events (including participation in online events), for example your attendance at open days or student events and / or lectures.

Online and transactional

- details of your IP address, browser type and operating system when you visit our website. See <https://www.imperial.ac.uk/about-the-site/use-of-cookies/> [URL] for more information;
- details of your interactions with digital advertising;
- details of financial transactions e.g. for courses, products and services we have provided. We may also collect the following special categories of personal data where it is necessary for the purposes set out in this Notice (please also see the section on Special categories of personal data for details about how we process this data);
- information concerning your health and medical conditions (e.g. disability and dietary needs);
- certain criminal convictions (please see the section on Criminal Convictions under the Special categories of personal data) or criminal acts caught on our CCTV cameras; and
- information about your racial or ethnic origin; religion or similar beliefs; and sexual orientation.

The basis for processing your data, how we use that data and with whom we share it

We will process your personal data either in ways you have consented to, or because it is otherwise necessary for a lawful purpose. We set these out as follows:

As part of the contractual relationship between you and Imperial

In this respect we use your personal data for the following purposes:

- administration of your application to Imperial including to evaluate your suitability for admission and to determine any support requirements/arrangements to enable you to study (please also see the section on processing Special categories of data);
- the recording of interview videos, to be conducted by Imperial staff during the recruitment/application process ([Photography and Video Guidance](#) [URL] for more information);
- admission, registration and administration of your studies
- the management of external local and / or national student surveys including, for example, the Module Evaluation Questionnaire / [Module Evaluation Questionnaire](#) (URL) and Student Experience Survey / [Student Experience Survey](#) (URL).
- production of student photo ID cards and administration of security;
- academic assessment;
- administration of complaints and appeals, disciplinary hearings, and fitness to practice hearings;
- administration of your social and sporting activities (e.g. relating to your use of the sports facilities);
- provision of university accommodation (including catering services) and other support services such as those of the Library and the Careers Service;
- consideration and granting of awards, scholarships, prizes and bursaries (including the publication of awards and marks and inclusion in pass lists made available via the website);
- processing and recovery of accounts and fees, including your tuition fee liability;
- administration of employment contracts where you are employed by the university. If you are employed by the university we will provide you with a separate privacy notice explaining how we use your personal data as an employer;
- administration of placements with partner institutions or organisations;
- administration of the Imperial regulations, codes of practice and policies;
- organisation of events and services (including where applicable after you leave), and the provision of products that you have requested or ordered from us.

As part of this process, we will expect to share your personal data with:

- our partners and contractors (including providers of our student accommodation, catering, IT, and other support services) where they need to receive the information in order to perform the services or provide the products we have agreed to provide to you;
- providers which the university may engage for the provision of payments to/from the university, or for the provision of portals to view documents related to student fees;
- third party contractors who assist us in our recruitment process, for example:
 - Kira Talent (<https://www.kiratalent.com/>) [URL], who may (dependent on department) provide you with an online account if we need to conduct a video interview with you;
 - external interviewers and reviewers with whom we share application forms and video interviews;
 - partners who we work with to deliver our aid media advertising;

- Uniquet / <https://www.uni-quest.co.uk/> [URL] for delivery of conversion activities for offer holders;
- Shortlister / <https://shortlister.com/> [URL] (dependent on department)
- Qualification Check / <https://qualificationcheck.com/> [URL];
- Enroly / <https://www.enroly.com/> [URL] - a platform which assists streamline international student onboarding and arrivals at Imperial;
- partner institutions and other bodies involved in the delivery of a course or programme e.g. affiliated colleges, NHS partners or industry partners;
- UCAS;
- sponsors, including the UK research councils, the Student Loans Company and external bodies and individuals who have funded student prizes, financial loans and awards;
- external examiners and providers of anti-plagiarism software / services;
- debt collection agencies where necessary; and
- relevant professional bodies where a programme of study leads to a qualification recognised by that body (e.g. the General Medical Council).

Other legitimate interests

Your personal data will also be processed because it is necessary for the Imperial's legitimate interests or the legitimate interests of a third party. However, this will always be weighed against your rights, interests and expectations.

Examples of where we process data for purposes that fall under legitimate interests include:

- for MSc Business Analytics Programme only - As part of our commitment to improving the admissions process, we are using an admissions analytics tool to support and enhance the efficiency of application evaluations. To achieve this, data from applications to postgraduate programmes at Imperial Business School will be processed through a combination of local operations on secure, institutionally managed devices and remote operations using advanced Large Language Models (LLMs). Before any data is processed remotely, all personally identifiable information, such as names, photos, addresses, and document numbers, will be redacted, and any non-redacted data will remain strictly local. This activity is carried out under the legitimate interest of improving admissions practices while safeguarding applicant privacy through rigorous data handling measures, and no admission decisions will be made solely on the tool's outputs.
- administration of the university's ongoing relationship with you in ways relating to your course and managing any welfare needs;
- publishing your name in the graduation programme and on graduation merchandise (if you do not want your name to appear in the graduation programme or on graduation merchandise please contact the Graduation Team (graduation@imperial.ac.uk);
- archiving and statistical analysis or research, which may include understanding more about our community to improve engagement, access and diversity (but we will not use your name except to the extent relevant and necessary for the purpose);
- the production and facilitation of surveys, interviews and/or focus groups relating to Imperial activities or products;

- administration of Imperial's alumni relations, events and fundraising (see the section below on How is your personal information used after you graduate?);
- analysing and improving the use of our website and any online services we provide;
- the recording of audio/images during lectures as part of teaching provisions and for subsequent use in teaching materials (for more details about how this personal data may be used, see [Audio and Visual Lecture Recording Guidance](#) [URL]);
- the recording of audio/images on university grounds for use in our official materials to promote the university and its work, thereby furthering its mission and strategic goals. These materials may include the website, social media channels, the intranet, in press releases and mailings, on event posters, on TV screens on campus or in magazines or prospectuses. We will seek specific consent for prominent or impactful uses;
- analysing and evaluating our outreach, recruitment and marketing activities to determine their effectiveness and our future strategies. This may include linking data you have provided us at different points to better understand your journey with Imperial as a whole;
- for targeted marketing / advertising of Imperial and its goods, services, events and resources by post, telephone and electronic means (but without prejudice to your rights under the legislation that regulates the sending of marketing communications by electronic means);
- organising events (for example events for incoming international students) or activities designed to support students from underrepresented backgrounds);
- for the purposes of learning analytics we will analyse student personal data in order to improve the student experience for current and future cohorts, enhance the effectiveness of learning, teaching and assessment activities, support the design and delivery of programmes and modules, and to further understand our community in order to improve engagement, access, diversity and support students better. Where we use personal data for these purposes, we will ensure that any published information is anonymised. Results will be presented as aggregate data, even if the underlying calculations depend upon matching data at individual level. Full details are described in the; [Privacy Notice](#) [PDF].
- we will also share your information with and obtain data from organisations which include:
 - the Imperial College Students' Union for the administration of Union membership and membership rights while you are at Imperial (such as for the purpose of giving you access to Union services and facilities, creating electoral rolls and managing Union elections, sending you updates and information about Union services and activities via email, creating reports and producing statistics to help improve the provision of services) and after you finish your studies with the university (such as for the purpose of giving you access to alumni services). In addition, your information may be shared with the Imperial College Students' Union for use on graduation merchandise (as explained above, please contact the Graduation Team if you do not want your name to appear on graduation merchandise);
 - other Imperial departments, for example (but not limited to); the Outreach team for the administration and monitoring of success from Outreach activity or programme application to application and enrolment on an Imperial course;

- Higher Education Degree Datacheck (HEDD), a shared service which allows employers or statutory bodies and their agents to verify basic degree and enrolment information about you. Information about the use of HEDD can be found via its website. An employer or agent who makes an enquiry about you is required to gain your consent before using HEDD to check your details. You are able to exclude your information from HEDD by emailing student.records@imperial.ac.uk;
- Graduate Management Admission Council (GMAC) (<https://www.gmac.com/> [URL]) who receive application-related data from the Imperial College Business School which contains no directly identifiable information;
- Qualtrics (<https://www.qualtrics.com/uk/> [URL]) who issue surveys on our behalf to students and prospective students to the university so that we can evaluate our performance and obtain feedback;
- CRM Platforms (for example; Hubspot, Dynamics, Gecko Labs & Salesforce) to manage data reporting within the pre-enrolment and student journey ;
- Meta – for audience building to advertise Imperial and our courses;
- HEAT – for monitoring and evaluation in line with this notice, or to help evaluate the effectiveness of our activities, events and programmes as part of government policy to widen participation in higher education, and to develop future policy;
- Microsoft Azure Maps API – for standardisation of geographic and address details;
- organisations who conduct independent surveys in relation to our courses for their rankings or guides (e.g. the Financial Times (FT) Masters in Finance Ranking). We will share your name, email address and course details so that the organisation can send you the survey to complete. Imperial's legitimate interests for sharing this data is to promote the reputation of our courses. Where practicable, we will email you before we share your details with the organisation to provide you with an opportunity to opt out of participating in the survey;
- professional and industrial bodies wishing to communicate with students about career opportunities and membership of their body. Normally the university will forward you information on behalf of the relevant organisation;
- prospective employers or other organisations who request a reference for you;
- third parties wishing to access a catalogue within the university Library containing reference to your work;
- research partners, where appropriate / necessary; and
- where you are a student (other than an undergraduate student), with third parties accessing Imperial's external directory of student e-mail addresses. Once you have a user ID, you may choose not to show your information in the external directory via this webpage: <https://www.imperial.ac.uk/collegedirectory/internal/update/> [URL]
- Online platforms which manage our events including those online (like webinars) and in person including Eventbrite and GoTo Webinar.

In addition to those organisations named above, we will also share your personal data with:

- former schools/colleges who will use your results for their statistics or research purposes. Imperial complies with these requests in order to assist your former school/college in understanding how their students perform at higher education so they can use this knowledge to improve their support to current students;
- our agents and contractors where they require your personal data to perform the services outlined above; and
- direct mail agencies who assist the university in the administration of mailing to students (where student data will only be used for mailings from us).

It may be the case that some of the uses listed above as falling under a legitimate interest will in fact be necessary for the performance of a public interest task required of the university, although these are more fully covered in the next section.

Legal obligations and public task

As a provider of higher education, the university is in certain respects a public authority. Your personal data will also be processed by the university for compliance with all legal obligations or as part of its public task. Example would be as follows:

- subject to legal and ethical safeguards for public interest archiving, scientific and historical research or statistical analysis (but we will not use your name or other identifying details except when relevant and necessary);
- when we need to share information with the Higher Education Statistics Agency (HESA) and the Office for Students (OfS). We will also pass on your information to Ipsos who undertake the National Student Survey (NSS) on behalf of the OfS. The NSS is aimed at students in their final year of study and participation is voluntary; it is possible to opt out as per the details below.
 - for more information on the NSS, including details of how you can opt out, please see <http://www.thestudentsurvey.com/students.php> and <https://www.thestudentsurvey.com/privacy-policy/> [URL].
 - for more information about HESA please see: <https://www.hesa.ac.uk/about/website/privacy> [URL].
- we will also pass your information to Advance HE which undertakes the Postgraduate Taught Experience Survey (PTES) / [Postgraduate Taught Experience Survey \(PTES\)](#) (URL) and the Postgraduate Research Experience Survey (PRES) / [Postgraduate Research Experience Survey \(PRES\)](#) (URL).
- for the detection and prevention of crime and in order to assist the police and other competent authorities with investigations;
- to comply with tax legislation, immigration and visa requirements, safeguarding duties and subject access requests;
- for purposes connected to local authority matters such as electoral registration, council tax or the investigation of benefit fraud; and
- for the purpose of providing census or other information including the assessment of fees to governmental and regulatory authorities.
- in line with legislation like the Equality Act and overseen by the OfS as part of Imperial's [Access and Participation Plan](#) [URL], implement and support students from to access, succeed in, and progress within the University. This will include and expand on

activities described in the [Privacy Notice](#) [PDF], most notably those described in Pathways 1, 2 and 3 relating to identifying and providing relevant support students from underrepresented backgrounds.

In this respect, as well as the organisations mentioned above, we may in specific circumstances need to share your personal data with third parties who have made legitimate requests under data protection or freedom of information law or where required as part of a legislative response; the police and other law enforcement agencies; local authorities; the Home Office, British overseas consulates; other international and national governmental and regulatory bodies; HMRC and external auditors; the Office for Students; and the Office of the Independent Adjudicator.

Where you have consented

Your personal data will also be processed by Imperial where we have your consent.

Examples where consent would be sought or given may include where specific services have been requested or applied for (for example, where a prospective student or current student has requested help from the university regarding their visa status) or where the law, or some other protocol enquires that the university obtains your consent (for certain marketing or fundraising communications, or participation in certain types of research projects). We will also ask for your consent before we submit your details to the Disclosure and Barring Service if we require evidence of whether you have any criminal convictions (see the section on Criminal Convictions below).

Where applicable, consent will always be specific and informed on your part, and the consequences of consenting or not, or of withdrawing consent, will be made clear.

Special category and Conviction data

In addition to the above, Imperial may process types of personal data that the law considers to fall into a special category (such as race, religion, health, sexual life) or criminal records information. As part of our statutory and corporate functions, we will process special category data and conviction data. This will be in accordance with our [Policy](#) [PDF];

- where you have provided your explicit consent. Examples might include to register you with a professional body where it is a requirement of your studies (e.g. the General Medical Council for medical students) or where it is required in connection with particular programmes of study or prior to certain placements, or with welfare or special needs; or for the assessment and provision of services to disabled students;
- where such processing is necessary for the establishment, exercise or defence of legal claims (including sharing with our insurers and legal advisers) or the prevention or detection of crime (for example, detecting criminal actions through the use of CCTV or reporting allegations to the police);
- where it is necessary for statistical or research purposes; for example, for researching the diversity of our students and to help widen participation. Please note that use of your personal information in this way will be subject to appropriate safeguards

including the pseudonymisation of personal information where this is possible. In all cases we will evaluate the benefits of our use of your personal information in this way against the possible impact on your rights and freedoms and any damage or distress you are likely to be caused as a result of such processing, and will not use this research or analysis in any way that will result in a direct decision or measure affecting you personally. If it is lawfully and ethically appropriate to do so, we may also seek your explicit consent to use your data in this way.

- to comply with the any and all legal obligations such as:
 - for research and statistical analysis, for example, sharing personal data with HESA and HEFCE / OfS as set out above; and
 - to assist the police or other law enforcement agencies or local or government authorities where required under national law;
 - to adhere to any legal obligations placed on the university relating to students, including identifying and providing relevant support, in line with the relevant Substantial Public Interest condition.
- where it is in your vital interests to do so and you are incapable of giving consent, for example to inform your specified emergency contact, the NHS or emergency services in the event of your illness or other emergency;
- for the purposes of learning analytics we may analyse special categories data under the legal basis of research, statistics or as is necessary for reasons of substantial public interest such as equality of opportunity.

Criminal convictions

You will be asked to provide the university with details of criminal convictions (spent or otherwise) where your course, or a project you volunteer for, or where you are employed (for example, within a Student Recruitment or Outreach programme) requires a DBS check. This will be necessary because you will be working with children or vulnerable adults, and/or because of fitness to practise or fitness to train requirements in certain regulated professions.

We will only use the result of such checks and / or the criminal convictions data provided for the purpose it was collected and it will only be retained for a limited period, see section '*How long is my personal information retained for?*'.

International transfers of data

The university will, where necessary, disclose personal data to third parties, or allow personal data to be stored or handled, in countries outside the UK.

For example, we will transfer data to:

- partner institutions or organisations where you undertake, or plan to undertake, a placement or exchange programme as part of your studies; and
- IT providers based overseas, including our providers of anti-plagiarism software and external agencies who assist in detecting plagiarism;
- service providers acting as a data processor for the university.

In these circumstances, your personal data will only be transferred on one of the following bases:

- where the transfer is subject to one or more of the "appropriate safeguards" for international transfers prescribed by applicable law (e.g. data transfer assessments and standard data protection contract clauses adopted by the European Commission and UK Government respectively);
- a European Commission decision provides that the country or territory to which the transfer is made ensures an adequate level of protection; or
- there exists another situation where the transfer is permitted under applicable law (for example, where we have your explicit consent or an exception applies).

How is your personal information used after you graduate?

Analysis of your data for research/evaluation of Imperial activities may continue after you graduate. This may include contacting you to take part in surveys and/or interviews or reviewing data already held to identify findings, inferences to help us understand the effectiveness of our services and any areas for improvement.

Profiling and automated decision making

We use some personal characteristics for profiling purposes to indicate where an applicant fulfils particular contextual admission criteria as defined by the university (from time to time) to help widen participation. However, all decisions about admission will ultimately be made by dedicated staff directly involved in the application process.

We may use machine learning algorithms to analyse records of your submitted work. This is to investigate trends in student work, to evaluate a course and to inform future decisions on how to run a course. It will also be used to understand the utility of machine learning as a tool in this context. We will only carry out analysis on pseudonymised data and will not use the data to make any automated decisions about you.

Whilst a student we may also undertake profiling to provide proactive welfare support. To clarify, where events, actions, a change in the relationship between the university and student occur, the university will look to offer guidance and support to assist you. To find out more about the support offered, please see [Student Zone Webpage](#) [URL].

You have the right to object to the data processing activity at any time. You can do so by contacting the DPO with the contact details below, your request must provide specific reasons why you are objecting to the processing of your data and this should be based on your particular situation.

How long is my personal information retained for?

After you leave, some student data (including personal data) will be retained indefinitely as a permanent archival record for research and legal purposes. Your data is otherwise retained in accordance with the Retention Schedule which can be viewed via:

[Retention Schedule](#) [PDF]

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data (such as operational, contractual, legal, accounting or reporting requirements) and whether we can achieve those purposes through other means, and the applicable legal requirements.

Please note: if you submit an application for admission, successful or otherwise, as a matter of course we will permanently retain a copy of your application. This is in order to research and analyse trends and identify possible improvements in our admissions process and wider diversity, as well as its outputs including student results and careers. This is necessary to ensure appropriate monitoring of the effectiveness of our admissions services, and core educational functions, as a UK Higher Education provider.

Any resulting outcomes or findings that we publish will be statistical and anonymised and will not identify individuals. If you do object to our retaining your admissions information for these purposes, we will consider such objections alongside available ways to safeguard and minimise personal data that will not prejudice our core research functions. We will also retain applications to assist our ability to detect fraud.

Your rights under the Data Protection Legislation

Under data protection legislation you have the following rights:

- to obtain access to, and copies of, the personal data we hold about you. Further information of how to make such an application can be found via; [Guide 12 - Individual Rights](#) [URL];
- to require that we cease processing your personal data if the processing is causing you damage or distress;
- to require us not to send you marketing communications.
- to request that we erase your personal data;
- to request that we restrict our data processing activities in relation to your personal data;
- to receive from us the personal data we hold about you, which you have provided to us, in a reasonable format specified by you, including for the purpose of transmitting that personal data to another data controller; and
- to require us to correct the personal data we hold about you if it is incorrect.

Please note that the above rights are not absolute, and requests may be refused where exceptions apply.

If you have any questions about these rights or how your personal data is used by us, you can contact the Data Protection Officer using the following details:

- Post – Data Protection Officer Address - Imperial College London, The MediaWorks, 191 Wood Lane, W127FP
- Email – DPO@imperial.ac.uk

If you are not satisfied with how your personal data is used by Imperial you can make a complaint to the Information Commissioner (www.ico.org.uk [URL]).

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