

GENERAL TERMS AND CONDITIONS FOR THE ATTENTION OF STUDENTS

STUDENT DATA PRIVACY NOTICE

As part of the student registration process, all students must provide the College with personal data which is processed for standard university administrative purposes. More information about these administrative purposes can be found on the following College webpage:

<http://www.imperial.ac.uk/admin-services/legal-services-office/data-protection/internal-guidance/guide-10---use-of-data-for-college-purposes/>

For the purposes of the Data Protection Act 1998, and any subsequent amendment or replacement to this legislation, Imperial College London is the data controller for the personal data that we collect and hold about you. One of our obligations under the legislation is to you tell you how we collect information about you and the different ways in which we use it. For more information about personal data please refer to our Data Protection page:

<http://www.imperial.ac.uk/admin-services/legal-services-office/data-protection/>

How is my personal information used while I am a student at Imperial College London?

The College processes your data for a variety of purposes relating to the administration of your studies, in the interest of your safety and wellbeing, for fulfilling the College's legal obligations and in the legitimate interests of the College. Access to your personal information is limited to staff who have a legitimate need to see it for the purpose of carrying out their job at the College.

The College uses student data for the following administrative purposes:

1. admission, registration and administration of their studies including the requirements of the Student Online Evaluation Survey (SOLE);
2. academic assessment;
3. administration of complaints and appeals, disciplinary hearings, and fitness to practice hearings;
4. pursuit of social and sporting activities e.g. relating to use of the College's sports facilities;
5. the provision of College accommodation and other support services such as those of the Library and the Careers Service;
6. the granting of awards (including the publication of awards and marks and inclusion in pass lists made available via the College's web site);
7. processing and recovery of accounts and fees;
8. production of statistical returns required by certain third party bodies e.g. the Higher Education Statistics Agency;
9. research and statistical analysis;
10. creation of e-mail addresses, available to those within and outside of the College. Please note that it is possible for those accessing such addresses to obtain such information as a student's home department/division and indeed whether an individual is or has been enrolled at the College;

11. direct mailing of College publications regarding third party services and College activities and events organised for students;
12. host mailing of services or career opportunities that the College believes may be of interest to students;
13. administration of employment contracts where the student is employed by the College;
14. administration of the College's alumni relations, events and fundraising;
15. consideration and administration of the award of scholarships, prizes and bursaries;
16. for organising events for incoming international students;
17. administration of such College regulations, codes of practice and policies as apply to students;
18. in relation to the safety of individuals and their property and the protection of College assets, including via the use of CCTV;
19. the production of student identification cards;
20. the production of photographs of students for use within the College, on the College website, in College publications and by its teaching partners;
21. the recording of audio/images during lectures as part of the College's teaching provisions. For more information about how personal data may be used, please see: <http://www.imperial.ac.uk/media/imperial-college/whats-on/public/Audioandvideolecturerecordingguidelines.pdf> .

Some of the personal data used for the above purposes is classified as 'sensitive personal data' under the Data Protection Act 1998 (data about racial or ethnic origin, physical or mental health, commission or alleged commission of criminal offences). Any sensitive personal data you provide to the College may additionally be used:

1. to produce statistics and research for internal and statutory reporting purposes;
2. to monitor the College's responsibilities under equalities legislation;
3. to register a student with professional bodies where that body is related to or a requirement of the student's studies e.g. the General Medical Council for medical students;
4. unless otherwise agreed with the student, within the College only, for the assessment and provision of services to disabled students;
5. by the police or other law enforcement agencies, where required in connection with particular programmes of study or prior to certain placements;
6. by the College's insurers in respect of accidents occurring within the College and external auditors.

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 and, except in limited circumstances, your explicit consent is required for the College to process such sensitive personal data.

Some of your personal data will be shared with the Imperial College Students' Union for direct mailing about Union activities, societies and events, administration of Union membership and membership rights, giving of advice on welfare and other issues.

If you apply to attend a graduation ceremony your first name and surname will be printed in the graduation programme and also provided to the Imperial College Students' Union for use on graduation merchandise. If you do not want your name to appear, you should contact the Graduation Team (graduation@imperial.ac.uk) by the deadline specified in the Graduation Ceremony Terms & Conditions applicable to your graduation (these would be published on the College's website - www.imperial.ac.uk/graduation/).

Who is my personal information shared with?

Your personal data may be disclosed to other organisations as required by law, for crime prevention or detection purposes, in order to comply with the College's legal or statutory obligations or with your consent.

Your personal data is also disclosed as permitted or required by law to a range of external organisations, including the following:

- Higher Education Statistics Agency (HESA) for statistical purposes. For more information about HESA and Collection notices please see: <http://www.imperial.ac.uk/admin-services/legal-services-office/data-protection/hesa-statement/hesa-student-collection-notice/> and <https://www.hesa.ac.uk/about/regulation/data-protection/notices>;
- Higher Education Funding Council (HEFCE) (or to the Office for Students expected to take over the functions of HEFCE from April 2018) or agents acting on its behalf for the purpose of the National Student Survey. HEFCE's (or the Office for Students') appointed agent may contact you to take part in this survey. Please inform the Registry if you do not wish for your contact details to be released to HEFCE (or the Office for Students) for this purpose;
- 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 the HEDD can be found at: <http://www.imperial.ac.uk/student-records-and-data/for-current-students/information-about-higher-education-degree-datacheck-hedd/>;
- local authorities for purposes connected to electoral registration, council tax or the investigation of benefit fraud;
- external examiners for the purposes of assessment;
- relevant professional bodies where a programme of study leads to a qualification recognised by that body (e.g. the General Medical Council);
- professional and industrial bodies wishing to communicate with students about career opportunities and membership of their body. Normally the College will forward information on behalf of the relevant organisation;
- the Home Office, British overseas consulates and other international and national governmental and regulatory bodies in cases where an applicant or student has requested help from the College regarding visas or in connection with the assessment of students' status;
- governmental and regulatory bodies for the purpose of gathering census or other information including the assessment of fees;

- the Universities and Colleges Admissions Service (UCAS);
- close family and the emergency services where there is an emergency situation e.g. illness, serious injury or bereavement;
- the police and similar law enforcement agencies where disclosure is necessary for the prevention or detection of crime;
- sponsors, including the UK research councils, the Student Loan Company and sponsors located overseas;
- external bodies and individuals who have funded student prizes and awards;
- debt collection agencies acting on behalf of the College in the event that you owe money to the College and/or, where applicable in respect of a student, the student's sponsor in relation to money owed to the College;
- the College's external auditors;
- release of results to former schools/colleges;
- third parties in relation to the provision of references for students or former students;
- third parties accessing the College's e-mail directory of student e-mail addresses;
- third parties wishing to access a catalogue within the College's library containing reference to student work;
- the Office of the Independent Adjudicator (OIA);
- providers of anti-plagiarism software and external agencies - which may be based outside the European Economic Area - in connection with procedures for guarding against plagiarism;
- NHS services in circumstances relating to the student's vital interests or with explicit consent;
- if a student undertakes a placement or wishes to complete a period of study with a third party organisation or institution in the UK or in another country personal data relating to that student will be shared with the partner organisation/institution for the purposes of administering the placement. Sensitive personal data relating to a student's health or a disability will not be shared without the student's consent unless required by law or in the student's vital interests in an emergency situation;
- other bodies involved in the delivery of a course or programme e.g. affiliated colleges, for the purpose of programme administration and statistical analysis;
- data processors who are registered under the Data Protection Act 1998 in order for them to process data on behalf of the College for any of the purposes for which the College is permitted to process the data, including for the provision of academic and other services by the College (this may include direct mail agencies which may assist the College in the administration of mailing to students (where student data will only be used for mailings from the College)).

The College will not normally disclose any other personal information about you to other external enquirers or organisations without your consent unless it is in your vital interests to do so (e.g. in an emergency situation).

How is my personal information used after I graduate?

Your personal data will be used by the College's Advancement Division in its work to build an engaged global alumni community. Further details about how the College's Advancement Division may use your information can be viewed on this webpage: <http://www.imperial.ac.uk/advancement/about-us/advancement-policies/privacy-policy/>.

How can I access my personal information?

Under the Data Protection Act 1998 students have a right to access a copy of the data held about them by the College by making a written application to The Data Protection Officer, Level 4 Faculty Building, Imperial College London, South Kensington, London, SW7 2AZ. Further information of how to make such an application can be found at <http://www.imperial.ac.uk/admin-services/legal-services-office/data-protection/subject-access-requests/>.

How long is my personal information retained for?

After you leave the College, your data are retained as a permanent archival record for research and legal purposes and otherwise in accordance with the College's Retention Schedule available at <http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/records-and-archives/public/RetentionSchedule.pdf>

Who regulates the use of my personal information?

The College is currently required to register its notice of being a data controller with the UK's regulatory body – the Information Commissioner's Officer. The College's registration number is **Z5940050**. Please see the [Information Commissioner's Office](http://www.informationcommissioner.gov.uk/) website for more information.

Who do I contact with questions?

Further information as well as the College's Data Protection Policy and related Codes of Practice and Guidance, can be accessed on the College's webpages at: <http://www.imperial.ac.uk/admin-services/legal-services-office/data-protection/>.

If you have any concerns, please contact the College's Data Protection Officer, Level 4 Faculty Building, Imperial College London, South Kensington, London, SW7 2AZ.

TUITION FEE LIABILITY

All students are required to have adequate funds to meet both the tuition fees for the programme of study and to cover maintenance costs for the entire programme of study at Imperial College London. If at any time during the programme of study a student's funds become inadequate, the College will not be able to provide any financial assistance either in the form of grants or by the remission of fees. Before registering students must read the information contained in the following link and be fully aware of the level of funds required: <http://www.imperial.ac.uk/fees-and-funding>

An invoice for any fees required to be paid will be sent to the student at the start of the academic session for which the student is registering. Non-payment of tuition fees means a student may be unable to progress with the programme of study and may be unable to graduate.

Where students are sponsored by a third party and the sponsor fails to pay the tuition fees (and or College accommodation fees where applicable) then the student accepts responsibility for the full amount outstanding.

NON-EEA STUDENTS

Non EEA students are required to check their passport and visa details held in the Personal Details section on the Passport/Visa tab in Student e-service and confirm that they are correct, whilst completing registration. It is the student's responsibility to ensure that they have a visa that is valid for study at Imperial College and that they agree to comply with the requirements of that visa during their studies. If necessary, Imperial College may contact the Home Office to

check their eligibility to study in the UK. A Tier 4 student visa requires the student to abide by the rules and responsibilities (<http://www.imperial.ac.uk/study/international-students/visas-and-immigration/tier-4-general-student-visa-responsibilities/>) linked to that visa. If the visa is not a Tier 4 visa and ends before the course end date, the student takes full responsibility (including any tuition fee liability / requirement to interrupt my study and leave the UK) should it not be successfully renewed.

18+ STUDENT OYSTER PHOTOCARD

The College will keep information on students applying for an 18+ student Oyster photo card for administering the scheme and such information may be disclosed to Transport for London and its agents if so requested.

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