

DATA PROTECTION AND STUDENT RECORDS

1. Data Protection Act 1998

The Data Protection Act 1998 imposes on the School of Pharmacy certain responsibilities regarding the holding of paper files and computer records. It also gives people the right to see information held about themselves.

The School of Pharmacy holds certain personal information about students - name, birth date, address, qualifications, gender, ethnicity, nationality, etc, etc. This information is collected by Registry each year when you enrol or re-enrol on your course. All information held by Registry is **confidential** and is only available to members of staff for teaching and administrative purposes. This information may be released by the School of Pharmacy to third parties (such as the Royal Pharmaceutical Society, Higher Education Funding Council and Higher Education Statistics Agency) if required by law, to uphold a legal obligation, to fulfill its function as a public university or if the School has registered its intention to release information to particular organisations.

You may make a formal request to the School of Pharmacy to see the information held about you. This is called a "Subject Access Request". The School of Pharmacy charges £10 for this service and must provide the information to you within 40 days. You must put your request in writing and send it to:

Ms Liz Green
Assistant Secretary
The School of Pharmacy
29/39 Brunswick Square
London WC1N 1AX
Tel: 020 7753 5814
Fax: 020 7753 5941
E-mail: liz.green@pharmacy.ac.uk

Further information about your rights is available on the web at:
<http://www.ico.gov.uk>

or by writing to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

2. Passing Contact Information to Other Students

(applies to all courses except the Certificate in Pharmacy Practice and the Certificate in Medicines Management for Pharmacy Technicians)

Many students come into Registry to ask for the address or telephone number of a fellow student. Registry is not allowed to release this information unless you agree to let us do so. When students start their course, they are asked to sign a "Supplementary Information" form (known more commonly as the "pink form") stating whether they will

agree to let Registry give details of their address and telephone number to another student at the School. Even if you agree to let Registry do this, your information is never given to anybody outside the School of Pharmacy.

3. Higher Education Statistics Agency (HESA) - Student Collection Notice

Some information held about you by the School of Pharmacy will be sent to the Higher Education Statistics Agency (HESA). This forms your HESA record, which contains details of your ethnic group and any disabilities you have. HESA will pass your record, or parts of it, to any of the following organisations that require it to carry out their statutory functions connected with funding higher education:

- Department for Education and Skills (DfES)
- National Assembly for Wales (NAW)
- Scottish Executive Enterprise, Transport and Lifelong Learning Department (SEETLLD)
- Department for Employment and Learning, Northern Ireland (DEL(NI))
- Higher Education Funding Council for England (HEFCE)
- Higher Education Funding Council for Wales (HEFCW)
- Scottish Further and Higher Education Funding Council (SFC)
- Training and Development Agency for Schools (TDA)
- Department of Health (DH)
- Research Councils (RCs)

HESA and the organisations listed above will use the information mainly to produce statistics. This may result in information being published and released to other approved users, including academic researchers and commercial organisations. Your record will not be used in a way that could affect you personally and the organisations will take precautions to reduce the risk of your being identified from the information once it is published and released.

While you are a student, we will need to keep your contact details. These do not form part of your HESA record, so HESA and the organisations listed above cannot use this record to contact you.

Towards the end of your studies, we will pass your contact details to the organisation that has been contracted to carry out the National Student Survey. That organisation will use your details only for that purpose, and will then delete them.

About six months after you graduate, we will contact you to ask you to fill in the HESA "Destination of Leavers from HE" survey. We will not give your contact details to HESA. You might be included in a sample of leavers who are surveyed again a few years after they graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose, and will then delete them. (If you do not want to take part in this second survey, please let Registry know.)

Under the Data Protection Act 1998, you have the right to a copy of the information HESA holds about you. You will have to pay a small fee for this. If you have any concerns about your information being used for these purposes, please contact HESA.

HESA
95 Promenade
Cheltenham
GL50 1HZ

Website: <http://www.hesa.ac.uk>

Margaret Stone
Registrar
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