The University holds and processes the following information in electronic and/or paper form: personal details, academic record, finance details, disabilities, eligibility for Disabled Student Allowance, medical reports, Students’ Union membership, information on criminal records, University disciplinary action. Such data is used for matters relating to student registration including University records, records held by staff, Library, Computing, email, electronic entry logs, Kent Hospitality (Accommodation, ID/cashless vending card), Careers, Sports Centre, CCTV and ID images. On occasions data and photographs may also be used to enforce Student Regulations. Records will be retained when you leave the University and may be used for Alumni and reference purposes.

Your computer record is based on your application form (including in the case of undergraduates, the UCAS application) and registration form. Further information is added to the record throughout your University career.

Much of the information is held for general administrative purposes, for example in connection with the teaching timetable and examinations, and for management information. The University is required to provide information to external bodies such as the Higher Education Statistics Agency, grant awarding bodies, Student Loan company, local authorities for Council Tax and Electoral Roll purposes, and under the terms of the Act, to the Police or officers of the Courts if required to do so.

Basic details of your student record are deemed to be public information and will be used, for example, for class lists, tutorial lists, pass lists, Congregation lists, email addresses. The University will confirm award results to third parties (e.g. prospective employers) on request, and your progress to funding bodies (including overseas sponsors). It will notify, for undergraduate students, your former school of your final degree result. You may, with good reason, request that certain details of your student record not be made public.

Your record may also contain details of any warnings given or disciplinary action taken against you for breach of University regulations. The University may disclose this information, medical information and any data concerning your criminal record to members of University staff, other students or outside organisations or individuals with whom you may have contact (such as those offering work placements) if the University deems it necessary and proportionate in order to safeguard you or others.

The University tries to ensure that the information it holds is accurate and up-to-date. It must, however, rely on students to inform the appropriate office of any change in their personal data. In particular, any change of home or term-time address should be notified to the Student Records Office in the Registry or online via the Student Portal. As a user you are required to comply with the University’s Regulations for the use of
computing facilities. It is also your responsibility, should you hold personal data on others, to ensure that you abide by the terms of the Act, as outlined below.

The Act requires that the following eight principles should apply to personal data collected, held and stored:

1. Data should be processed fairly and lawfully.
2. Data should be obtained and processed for specific purposes.
3. Data should be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed.
4. Data should be accurate and kept up to date.
5. Data should not be kept for longer than is necessary.
6. Data must be processed in accordance with the rights of the data subject.
7. Data must be kept securely.
8. Data should not be transferred outside the EU or the European Economic Area unless the country in question has an adequate level of protection for data subjects.

The Data Protection Act gives you, as a ‘Data subject’ the right, on payment of an ‘access fee’ to receive details of all personal information which concerns you and which is stored and processed by the University. Requests for such information should be made in writing to the Assistant Registrar, Student Records & Examinations Office; and be accompanied by a cheque, made payable to UNIKENT, in payment of the access fee, currently £10. The Data Protection Act requires the University to provide this information within 40 days. An application form is available to download from the website below.

Further information may be found on the University’s website:

http://www.kent.ac.uk/data-protection

KRG/JRH/HAP
04.08.2012