

# University of Exeter Data Protection Act 1998

## General interaction between the University and the FXU

The University of Exeter and FXU are separate organisations and provide separate notifications to the Information Commissioner under the terms of the Data Protection Act 1998. This statement sets out the conditions under which students' personal data may be shared between the University and FXU.

Prior to the start of the Academic year, with the consent of applicants the name and email address of applicants who are expected to register will be passed to the FXU to enable access to services prior to arrival. Where an applicant does not go on to register as a student this information will be deleted.

Each academic year, after/during student registration personal details relating to each student are shared by the University with the FXU to ensure that students are able to vote and access FXU services. This enables the University to fulfil its obligation to support the operation of the FXU. Students are informed of this transfer at the time of registration.

The University and the FXU will share information relating to student activities and engagement with each other for the purposes the Higher Education Achievement Report

Sensitive personal data (e.g. racial or ethnic origin, religious beliefs, physical or mental health etc.) shall only be shared with the explicit consent of students or in exceptional circumstances.

During the academic year, there may be additional circumstances which require the University and FXU to share personal data. This will only be done with the full knowledge of those involved or where the sharing is necessary to pursue the legitimate interests of either organisation. Disclosure of personal data will always be in accordance with the Data Protection Act 1998 and both organisations are fully aware of their obligations with respect to the Act.

The sharing of information may be deemed necessary to disclose information in the following circumstances (this list is not exhaustive):

- Disciplinary cases: where a member of the FXU has a formal role, relevant information about the case will be shared. This may also involve sharing ID photographs for door entry purposes.
- Issues of security: the University and FXU will work closely on matters relating to security. This may involve sharing personal data.

For further information about this please contact [dataprotection@exeter.ac.uk](mailto:dataprotection@exeter.ac.uk)

## Data Sharing Agreement

## **1. Introduction**

The following agreement governs the sharing of students' personal information between the University and FXU the purposes for which that information may be used.

## **2. Transfer of personal data from the University to FXU**

### **2.1 Classes of Information**

The University will regularly provide FXU with up to date personal information about the student population. This will include: Registration Number, Full Name, School, Programme, Year of study, Level of Study, Date of Birth, Gender, Country of Domicile, Mode of Study, Fee Status, Contact details

Sensitive information, as defined by the data protection act, including ethnicity and disability data will only ever be shared with the explicit consent of students and only for the purpose of ensuring and monitoring equal opportunities.

### **2.2 Purposes for Which the Information May be Used**

The information is transferred to FXU to enable the administration of clubs and societies, the provision of services provided directly by FXU, the monitoring of fair representation and service provision, and the realisation of the objectives of the FXU as a charitable body as declared in the FXU Data Protection notification.

### **2.5 Student Opt Out Rights**

If a student opts out of membership of the FXU, their data will not be transferred to the FXU. This may impact their ability to access FXU services.

## **3. Transfer of personal data from FXU to the University**

### **3.1 Classes of Information**

The FXU will regularly provide the University with up to date information about students participation and engagement with the services and opportunities provided.

### **2.3 Purposes for Which the Information May be Used**

The information is transferred to the University will be for the purposes of the provision of section 6.1 of the Higher Education Achievement Record and other monitoring and reporting as required.

### **2.5 Student Opt Out Rights**

Information will not be shared with the University where a Student has specifically opted out.

## **4 Information Provision**

Each organisation will ensure that it has informed students and has the relevant permissions to share personal information.

The regular transfer of student information between the University and FXU will be provided via a secure electronic transfer and to ensure data accuracy the information will be updated every working day.

Any additional transfer made throughout the year will be carried out with full consideration to the security of the data transfer and the Data Protection Act 1998.

#### 5. Overriding Conditions for the Use of Personal Data

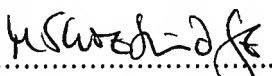
The University and FXU are both subject to the Data Protection Act 1998 and shall ensure that they have a current Notification with the Information Commissioner's Office. They will comply with the Data Protection Act 1998 and ensure that adequate security is in place at all times to protect personal data and to prevent unauthorised access.

#### 6. Restrictions on the Use of Information

Where a third party is contracted to process personal data on behalf of the University or FXU (e.g. data storage, provision of web services) each organisation is responsible for the processing and shall ensure that there is adequate protection in place to protect against the unauthorised access and use of the data. These measures include ensuring the third party is contractually obliged to comply with the Data Protection Act 1998 and prohibited from using the data for any other purpose(s).

Personal data provided under this agreement shall not be transferred to any third parties, other than those formally contracted with as data processors, without the explicit consent of the students.

With regard to the use of contact details for the purposes of marketing, the University and FXU shall comply with the Data Protection Act 1998 and in particular ensure that Students are given an option to opt out of future mailings and ensure that information sent relates directly to operational activities or to products and services which are of genuine benefit to students.

Signed by ..... 

Print name..... M. SHOEBUDJE

Date..... 06/08/14.....

For and on behalf of the University of Exeter

Signed by



Print name...Rob Gofton.

Date...12<sup>th</sup> June 2014.....

For and on behalf of FXU