

Student Services Privacy Statement

Student Services collect, store and use personal information about students, in line with the Data Protection Act 2018. This information includes the following:

- Personal details.
- A record of meetings and communications between you and us.
- A record of any actions we take as part of your support.
- Information provided to us by others for the purposes of supporting you.

In order to support you, we may need to share this information with other people. This may include staff in your Academic Department, other Student Services, Library and Academic Skills, Health and Safety, Accommodation Services, Estates, IT Services, or Security. We may also disclose information about you to your GP (doctor) or other relevant professional, and in certain circumstances to your nominated emergency contact.

Sharing will be on a strictly ‘need-to-know’ basis in order to provide support or meet legal requirements. Wherever possible we respect your wishes regarding the use, storage and sharing of information. However, we may not be able to do so in certain situations such as disclosure of potential harm to self or others, or of criminal activity.

We will store this information securely for up to six years after you leave university. We will then destroy it.

I confirm that I have read and understood the information above.

Signature of Student:

Print Name:

Date: