

Data Protection for Students (Fair Processing Notice)

Data Protection

1. Oryx Universal College (OUC) needs to obtain and process certain information about our students to allow us to register students, organise programmes, and to carry out other essential university activities.

2. The College cannot exercise its responsibilities and fulfil its education, training and support obligations to its students without holding and using this personal data. We process your personal data for recruitment, admission, enrolment, the administration of programmes of study and student support and associated funding arrangements, monitoring performance and attendance, supervision, assessment and examination, graduation and alumni relations, advisory, pastoral, health and safety, management, research, statistical and archival purposes.

3. The information we collect is stored safely and securely, used fairly, and not disclosed to any other person unlawfully. To do this we comply with the Law No.13 of 2016 Concerning Personal Data Protection (the "DPL").

4. The College and all staff or others who process or use any personal information must ensure they follow the College's Data Protection Policy. You can find further information and a copy of the Data Protection Policy at <https://www.ljmu.ac.uk/about-us/data-protection> or in your student handbook. If you have any questions about the College's data protection procedures, you can contact the College directly or through email.

5. We also process applicant and student data to meet our statutory and other binding obligations. These may include submission of statistical returns to government or its agencies, including the Ministry of Education and Higher Education and or other equivalent bodies in Qatar and the UK.

7. We disclose your personal data to other third parties only with your consent, or if requested by an organisation with a statutory function, such as the police, in a case where non-disclosure would prejudice law enforcement; or to meet a statutory or regulatory obligation; a court order; in a medical emergency, or otherwise, in accordance with the terms of the Law No.13 of 2016 Concerning Personal Data Protection.

8. OUC cannot release any information to parents, or other sponsors, without your consent or in very particular circumstances around the protection of health as outlined in the General Data Protection Regulations. Where parents or sponsors pay tuition fees, this does not give them a right of access to your personal information. All necessary information will be issued to you, the student, directly. It is then your responsibility to pass relevant information onto your parents or sponsors. In some particular cases the College may ask you to sign an agreement to seek your permission to provide information directly to a sponsor, e.g. an employer. In this event

you are giving your permission for the College to provide this information directly to the sponsor.

9. OUC cannot reveal personal information about students to other students. Within the terms of the Law No.13 of 2016 Concerning Personal Data Protection the College discloses student information to a variety of recipients including:

- Employees and agents of the University (on a strictly need-to-know basis)
- Local Authorities (e.g. council tax and other benefit purposes, including fraudulent claims).
- Relevant government departments and other public bodies to which the College has a statutory obligation to release information, including the Student Loan Company; and the Quality Assurance Agency (QAA).

10. OUC will release information to other bodies if they have a statutory right of access, if the College has a data sharing agreement with them, such as the Students Union, or if those bodies can successfully demonstrate that they require the information for certain purposes, such as:

- Affiliation to a Professional Body
- Degree Apprenticeships
- The detection and prevention of a crime
- The apprehension or prosecution of an offender
- The assessment or collection of any tax or duty or any imposition of a similar nature

These bodies may include: The Police and Security Services, Visa & Immigration Agency, the Department for Work, Local Authorities, Health Authorities, and similar.

11. Only certain College staff are authorised to make such releases in accordance with the Law No.13 of 2016 Concerning Personal Data Protection.

12. The College has a data sharing agreement with Merseyside Police where personal data of students can be shared when crime detection or prevention can be aided by its release.

13. The College has a data sharing agreement with the John Moores Liverpool University.

14. The College publishes examination results on College noticeboards and in the awards brochure. However, students have the right to indicate that they do not wish their names to be included on the published list.

15. If you have disclosed a disability this information will be disclosed to only those who need to know and so that any reasonable adjustments can be made for your benefit. Some disability information is anonymised for statistical purposes.

16. The College will only disclose sensitive personal data (age, disability, gender reassignment, marriage or civil partnership (in employment only); pregnancy and maternity; race; religion or belief; sex; sexual orientation) where there is a legal basis

for doing so and always in compliance with the Law No.13 of 2016 Concerning Personal Data Protection .

17. Students who support the College quality processes as a student representative or panel member will do so in accordance with the Law No.13 of 2016 Concerning Personal Data Protection.

Your Rights:

19. You have the right to:

- Find out what personal data the College holds about you, why it holds it and what it does with it, how long it keeps it and to whom the College discloses it.
- Ask the College to correct inaccurate data.
- Ask the College not to process information about you that causes you substantial, unwarranted damage or distress.
- Request a copy of your personal information held by the College. This is known as a subject access request (SAR). You can find more information on how to do this at <https://www.ljmu.ac.uk/about-us/data-protection> The College has 28 days to comply with your request after receiving proof of identity any further information needed to find the information requested. There is no charge for this request.

Your Responsibilities:

20. It is vitally important that OUC has a complete and accurate record of your personal information and programme details. Every student is responsible for ensuring that the information on the College's Student Information System is correct. This includes information such as your home and student address (if different), modules being undertaken in the current academic year, etc. The College initially takes your personal data from your online registration form. You should notify the College immediately to let us know if any of this information changes during the course of the year. All written communication sent by the College will be forwarded to the address held on your student record. **If this address is incorrect, the College cannot be held responsible for any problems arising from the late receipt or loss of information, including Awards, nor is it responsible if your personal information is received and read by a third party.**

21. **Next of Kin/Emergency Contact Details:** All students are asked to provide next of kin or emergency contact details. In the event of an emergency the College may need to make contact with your next of kin or other relevant person. However, this information will only be used in exceptional circumstances.

22. **Student email addresses:** These are published in the College's Outlook Address Book. This is for internal access only. You should not pass on anybody's email address without their express permission. The College will, on occasion, send emails to all students about important academic information, or information/advice that may be of benefit to its students. All staff are instructed to conduct College business via the students' OUC email account and therefore it is very important to ensure you regularly check your OUC email account for information.

24. When you commence study, it is your responsibility to retain your copy of the programme handbook as some employers require detailed information regarding the subjects studied. Information in respect of modules covered, methods of assessment, etc. are available on the College's website.

25. **Student Assessed Work:** Coursework and assignments are the property of students. You are advised to retain a copy of all coursework/assignments and are expected to collect the marked copy as soon as it is available. The College will retain coursework/assignments submitted in hard copy for a period of 6 months following submission. However, coursework submitted electronically via the Canvas will be kept whilst the student remains fully enrolled (with an active IT account) for the duration of the programme of study, in line with student access to work submitted via the Canvas. If assessments are to be kept longer as exemplars, permission of the student(s) should be sought and anonymised where necessary.

27. **Publication of Results:** Details of academic awards are only released to prospective employers with the agreement of students.

28. **Transcripts and Degree Certificates:** Information on how to obtain further copies of transcripts and degree certificates after leaving the College can be requested at registry@oryxuni.com.

29. **Retention of information:** OUC will keep a full student record for the duration of your studies at OUC, plus one year. After this time the only documentation that the College guarantees to keep in perpetuity (always) will be a transcript of your results, and the information required for the Higher Education Achievement Report. Certain materials may be held for longer periods to comply with legal requirements, for quality assurance purposes, to meet professional body requirements, or the needs of a validation body. These will be held, wherever practicably and appropriately, anonymously or with the consent of the student concerned.