

This Privacy Notice explains the nature of the personal information that the University and the Henley Business School processes for the purposes of administering applications from prospective students and the provision of teaching and learning to current students.

The University and the Henley Business School (or) are data controller in respect of the information that We process about you. Our contact details are The University of Reading, Information Management and Policy Services, Whiteknights House, Whiteknights Road, Shinfield, Reading, RG6 6UR.

This notice explains what personal information We collect, hold and share in support of these purposes and your rights in respect of the data We hold about you.

Protection of personal data is important to Us, so if there is anything in this privacy notice that is unclear or you do not understand, please contact Our Data Protection Officer at:

imps@reading.ac.uk

To manage its operations effectively, provide services to you, and meet certain legal requirements, We need to collect, record, store, use, share, retain and destroy your personal data. These activities are all called 'processing'. Over your time with Us, We will collect and process a number of different types of personal data.

also process criminal convictions data for the purposes of meeting our obligations relating to public protection.

student disciplinary proceedings. In limited circumstances, it may be appropriate to disclose images and/or audio to a third party, such as when a disclosure is required by law, in relation to the prevention or detection of crime, or in other circumstances where an exemption applies under relevant legislation.

We may also conduct profiling activities where We collate data on your attainment, attendance, interactions with academic resources, such as Blackboard, Canvas and Yuja (our Virtual Learning Environments), dates and details of submissions of assessed work, and any personal extenuating circumstances. This data is used to monitor progress on your chosen course and to enable the University to offer personalised support and guidance during your time studying with Us. More information regarding attendance and engagement monitoring can be found at:

<https://www.reading.ac.uk/essentials/Study/Study-spaces-and-support/Attendance-and-engagement>

In addition to this, We may process some personal data which is more sensitive (this is known as Special Category personal data).

Data defined as Special Category is data about your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation, sex life, and physical and mental health.

We may collect this data directly from you or via third parties such as UCAS or agents that are acting on your behalf or involved in the administration of your application. Where a mental or physical health condition or disability is not declared directly to us, but has been identified, We may also record this information in order to ensure appropriate support can be considered.

If you seek support from our Wellbeing Services teams, including counselling and disability advisory services, they will also collect sensitive information from you and process it in order to provide you with their support services.

We may also collect health data where related to public health protection, for example where for the purposes of controlling notifiable diseases (such as meningitis), if you are taken unwell, and if you are required to undertake any health assessments or declarations in relation to your studies, for example, if your course of study is subject to fitness to practice measures.

We also process this data to facilitate the monitoring of equal opportunities and for statistical and research purposes.

The University has obligations under the Equality Act to ensure that We consider any reasonable adjustments that may assist those that declare or present with a disability.

In order to ensure We can meet these obligations and provide any support that may be available, information relating to your disability will be shared on a need-to-know basis with those that are involved in identifying and putting in place this support.

This includes staff within our Disability Advisory and Support Services, those involved in the administration of teaching and assessments, tutors, and those that are required to assist with

The University will use some personal and sensitive data that you provide to monitor equal opportunities, for example to record ethnic diversity of our students and to inform plans for improving diversity and inclusion across the University.

The University also has a commitment to widening participation, which is used to describe activities that aim to assist students from **under**-represented groups and disadvantaged backgrounds to go to university, as well as providing targeted measures to help those groups succeed during their studies.

The aim of widening participation is to ensure that all those who have the ability to benefit from higher education have the opportunity to do so.

Personal data such as the area you live, what type of school you previously attended, any special educational needs, eligibility for free school meals, carer status, disability, ethnicity and whether your family members attended University is used to identify whether We can put in place any measures to help with your access to Higher Education, and also to provide any additional support, including careers support, whilst you are studying with Us.

The data We use to do the above will always held securely and only accessed by limited individuals involved in the above activities.

Any reports that are published will not disclose information that could identify you.

We may hold other information that you have voluntarily shared with Us as part of your engagement with the University.

Where you engage with Us, either through the University Website or other campaigns or email correspondence We may use cookies to monitor and record your engagement with Us. Please see the [Website Privacy Notice](#) for more information on how We use cookies. Other specific University activities may have additional Privacy Notices and that you should refer to. Additional Privacy Notices can be found at: <https://www.reading.ac.uk/imps/data-protection/privacy-notices>

Where necessary for the protection of public health We may collect and share data share

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More detailed information can be found within our 'COVID-19' notice located at:
<http://www.reading.ac.uk/internal/imps/DataProtection/imps-d-p-privacynotices.aspx>.

We will collect personal data for the purposes of administering your Campus Card and where this is used to access services at the University. If you have a parking permit on campus, We will collect information

risk of serious harm. You will have opportunities to consent to the University discussing personal matters with your parents, guardians or next of kin, your doctors, or others that you elect, and We will only share limited and necessary information without your consent in exceptional circumstances where significant risk of serious harm is identified.

In some circumstances We may be required by law to collect, hold or share your personal data. For example, if We are ordered by a court of law to disclose information or to meet financial, regulatory, or statutory reporting and auditing obligations.

In some instances, We may process your personal information where We judge the use to be within our legitimate interests (or the legitimate interests of another party) and where We do not deem this to be a privacy intrusive or a risk to your own rights and freedoms. For example, We may need to process personal information for the purposes of monitoring IT security and identifying or rectifying issues with our IT services. Where the use of data poses negligible risks to individuals and is for the purposes of improving services or investigating technical issues, this is likely to be the basis that will apply. Photography and or filming across the University, where you are not the focus of any footage (such as wide crowd shots) may also rely on this basis.

We may also process your personal information with your consent. Consent must be freely given, informed, specific and We must keep a record of that consent. Where you have consented to a use of your data you will have the right to withdraw that consent at any time. An example may be where you have given us consent to discuss your circumstances with a representative or family member or where you wish to receive some types of communications from us after you have completed your studies.

Where We process special category personal data and criminal convictions data, We are required to establish an additional legal basis for doing so. Some of the lawful grounds that will apply when We process special category personal data include explicit consent, protecting the vital interests of the data subject, the monitoring of equal opportunities, occupational health monitoring, the performance of tasks in the public interest including public health, the provision of health care systems/services, the establishment, exercise or defence of legal claims, and/or safeguarding children and individuals at risk.

Where We process and share data relating to any disability this is under the legal basis of meeting our obligations under social protection law (the Equality Act).

We may disclose necessary personal data to third parties external to the University, where there is legitimate need, statutory or regulatory requirement or obligation, during or after your period of study. Such disclosure is subject to procedures to ensure the identity and legitimacy of such third parties. These third parties may include the following depending on your individual circumstances:

so informing the choices of prospective students. It is described in detail on the National Student Survey website.

The University will pass your name and contact details to the agent carrying out the survey. The agent may then contact you to take part. You do not have to take part in the survey, and you can opt out at any time by contacting the agent and providing them with verification of your identity by confirming your date of birth.

The Graduate Outcomes survey is a new national survey conducted by the HESA. The aim is to gain insight into the perspectives and activities of graduates nationally across the UK, around 15 months after completing their course. Some of the results may be used by the government and other third parties, for example university league tables, to inform measures of student outcomes from Higher Education.

It is also very important to us to learn more about what our students choose to do after completing their degree; this provides us with additional information to evaluate our courses and Careers support.

To support the survey, We are required by HESA to hold accurate contact details for you, including a personal email address (not a reading.ac.uk address), at least one telephone number, and a postal address (this can be a parental/guardian address).

The survey is owned by HESA/JISC, who have published more [information for students](#) as well as [guidance on how your contact details will be used](#).

We share this data with National Survey providers and HESA in order that they can invite you to complete the surveys. The Surveys are voluntary, and you will be given the option to not participate in the survey when you are first contacted. This information is shared for the purposes of administering a public task in the public interest.

The Henley Business School share limited course and contact data with the Financial Times who may contact you after your studies and invite you to take part in a survey. The results of this survey are used to compile rankings data that provides information on the outcomes of business courses. This information is published by the Financial Times. Participation in the survey is entirely optional and the results will not be published in a way that will identify you. The Financial Times will not use the contact details for any purposes other than to conduct the survey, and they will not be shared with any other parties.

Where students are involved in exchange, work or study placements, sponsored studies or apprenticeship programmes, joint or double programmes or similar study arrangements, the University may disclose their personal data to the partner institution (or related organisations) for the purposes of administering the programme and monitoring of progress and assessment.

those courses, for example reporting on our student numbers, attainment, and demographics. It also enables professional accrediting bodies to register you to practice as a professional in your chosen field. We may also share information to assist the accrediting or regulatory body with its statutory duties.

Where students have a sponsor, scholarship scheme or a loan provider (for example the Student Loans Company or Student Universal Support Ireland), the University may disclose student personal data to these organisations to assist with administration of applications and to determine whether support should continue. Personal data about students may be disclosed to

The University may have a power or obligation to provide information to the Police or other organisations that have a crime prevention or law enforcement function, such as Benefit Fraud Sections within Local Authorities, if it is necessary for the prevention or detection of a crime, the apprehension or prosecution of offences, or the collection of taxes. This information is shared for the purposes of performing a public task in the public interest or where there is legal obligation.

We also use third party providers ('Data Processors') to deliver our services, including externally

Your personal information is stored securely within the University and our staff are trained about the secure handling of personal information. We may also use third party providers to deliver our services, such as externally hosted software or cloud providers. These parties act solely on our explicit instructions and where we do this, We have measures and terms in place with those providers to ensure that they also protect your data.

The accuracy of your information is important to Us. You can update your information, including your address and contact details, at any time. If you need to update the details W

