



## Student Privacy Notice

### A. Introduction

This privacy notice pertains to current students from the point of provisional registration at the School of Business and Management (SBM). Its purpose is to inform students about how SBM collects, utilizes, and shares their personal data, along with outlining their rights concerning the data held by SBM.

This notice is readily available on the SBM website.

### B. Who is processing personal data?

SBM is responsible for determining the why and how of processing personal data and serves as the data controller. As such, SBM is bound by legal obligations regarding data processing.

### C. What personal data do we process?

SBM processes personal data necessary for administering and delivering educational services. This includes:

- Information about students' study, communication, demographic background, education, qualifications, and publications.
- Financial information for administering fees, charges, loans, grants, etc.
- Documentation such as passports, visas, and other required documents for compliance.
- Photographs and identification information.
- Participation and progression data in learning and assessment activities.
- Usage data of learning materials and university accommodation.
- Participation in student support and other university services.

### D. The legal basis for processing your personal and special category data

#### Contract:

SBM may process personal and special category data to fulfill the contract students enter into when registering or taking steps before entering into a contract.

**Legitimate interests:**

Processing may occur to pursue SBM's legitimate interests or a third party's legitimate interest, encompassing various activities such as monitoring attendance, ensuring security, and improving services.

**Legal obligation:**

Processing may be carried out to comply with legal obligations, including provision of data to regulatory bodies and assisting investigations.

**Vital interests:**

SBM may rely on vital interests as a lawful basis when necessary to protect someone's life.

**Consent:**

Where appropriate, SBM will use consent as a lawful basis for processing, providing students with the choice to opt in.

**E. What we use personal and sensitive data for**

SBM processes personal and special category data for various reasons, including teaching, student support, maintaining records, communication, financial administration, and compliance with regulatory obligations.

**F. Automated decision making**

SBM does not make automated decisions using personal data.

**G. Who we share your personal data with**

SBM shares data internally and externally as necessary to fulfil contractual or legal obligations, including regulatory bodies, student unions, employers, and other institutions or organizations involved in educational provision or student welfare.