The use of personal applicant and student data collected as part of the application and enrolment process is governed by the Data Protection Act 2018. It is important that all staff with access to the University’s Applicant and Student Information System – ASIS – and ‘My Students’ understand the implications of the Act and how it affects their work at the University.

This statement offers guidance in the implementation of the University’s Data Protection Policy in respect of the use of ASIS. Failure to follow this guidance may be interpreted as a breach of the University’s disciplinary rules.

This statement applies to data held in both hard copy and electronic format, including that held in live, practice, test and training ASIS databases and files and data accessed via the web.

# Access to ASIS and My Students (e-Vision)

Access to ASIS will not be given until users have attended relevant training sessions, held by the ASIS support team. All requests for new users and changes to access must come to the ASIS Support Team through the School ASIS Manager or Service ASIS nominee.

# Use of data in ASIS

Under the terms of the Act, applicant and student personal data may only be used for legitimate work purposes such as teaching assessment, recruitment, marketing, quality assurance or training.

Data may only be used for the purposes for which it was collected – for example, emergency contact details must only be used in the event of death or serious illness of the student.

Academic staff may only use ASIS or e-Vision for those students they actually and currently teach or supervise; Heads of Divisions/Departments, Deans/Heads of Campuses and School/Campus administrative staff may only use ASIS or e-Vision for those students currently taught in their School eg. a School departmental administrator may use it for those students in their department.

Staff in Services may only use ASIS or e-Vision for those students with whom their Service has current dealings.

# Disclosure of information

Personal data must never be confirmed or given over the telephone to external callers; all requests for personal information must be made in writing. Schools and Services should have procedures in place to deal with requests.

Personal data must not be disclosed to a third party without the express consent of the applicant or student. In practice this means that, for example, applicant and student address details must not be given to other students or outside agencies (including the police). Nor should information be given to the parents of an applicant or student without the express permission of the individual concerned.

There are limited and exceptional circumstances in which data may be used or disclosed without the express consent of the applicant or student. Procedures are in place for this to take place lawfully. Any queries regarding what data from ASIS may or may not be disclosed should be addressed to the Head of Financial Systems.

Staff should also be aware of the consequences of disclosing applicant and student personal data without permission. In certain cases this could lead to the criminal prosecution of the individual member of staff.

# More information

More information about how data protection applies to your work can be found at <https://www.hud.ac.uk/informationgovernance/>

Queries about data protection other than the use of data in ASIS should be addressed in the first instance to the legal office.

I understand the implications of the Data Protection Act as outlined above. I confirm that I will only make use of data for legitimate work purposes

Name: .......................................................................................................................

School/Service: .........................................................................................................

Signature: .................................................................................................................

Date: .........................................................................................................................