

## How we use your Student Data 2017/18

Heriot-Watt University will process your personal data in accordance with the UK Data Protection Act 1998 and other applicable laws. The University holds this personal data securely and restricts access to it to staff that need to use it in the course of their duties. Some of this information is defined as sensitive personal data under the Data Protection Act 1998.

We share student data with a partner institution where this is necessary to deliver a programme collaboratively or jointly between the University and the partner institution. As we are a global organisation, this means that the University needs to communicate and share some personal data with organisations worldwide, where adequate levels of protection are in place.

**The University is required to disclose certain information about you to comply with its legal obligations** to the Higher Education Statistics Agency (HESA), Funding Bodies and the government bodies in the UK and other countries in which we operate. Further information on student data that we send to HESA can be found here [Collection notices | HESA](#) . The University does this in compliance with the principles set out in the Data Protection Act 1998. Under Data Protection law we cannot release information about you to anyone else, unless you give us written permission or the University has a legal obligation or right to release the information. If you would like information about you to be released to your parents/guardian please submit a written request.

**Unless you ask us not to we may also disclose limited personal data** in order to:

- confirm your attendance and qualifications, e.g. in a reference, for a potential employer or employment agency;
- confirm your attendance, progress and assessment marks to your sponsor or the institution through which you are studying (if this is not Heriot-Watt University). Please note that certain sponsors or partner institutions of Heriot-Watt University may require us to disclose this information to them as a condition of sponsorship or enrolment.
- arrange a suitable industrial placement if this is part of your programme;
- administer your right to be a member of the University Student Union;
- provide information for exemption of Council Tax (only for students in the UK).
- inform the [Joint Information Systems Committee](#) to allow you to use JISC software (where required for your studies);
- confirm fee payments you make using our online payment service provider;
- confirm your eligibility for tuition fee funding with agencies including [Student Awards Agency for Scotland](#), [Student Loans Company](#) or your sponsor;
- invite you to participate in the National Student Survey, the International Student Barometer or other official surveys that give us your feedback on our academic quality and your student experience.
- If you leave the University before completing your studies we may pass your details onto [Back on Course Scotland](#) to provide you with advice and guidance (only applicable for students in the UK).

**You have the right to access the personal data that the University holds about you.** For more information, help and advice, read our [Data Protection Policy](#) and [www.hw.ac.uk/registry/resources/studentpersonaldatastatement.pdf](http://www.hw.ac.uk/registry/resources/studentpersonaldatastatement.pdf)