

RVC Student Privacy Notice

gather, use, disclose, and manage your personal data.

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The Data Controller is the body . in this case the RVC . that determines the purposes for which and the manner in which any personal data are, or are to be, processed.

identity of the individual.

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\$ μ G D W D V s a E n M u r a F i W ¶ person whose personal **data** is processed by a **controller** or] ! [& • • [! E U [Á @ } Á ^ Á Q | á á á á ! [& • • Á ^ ! • [} a p á a a a a [~ d Á ~ ! Á c á ^) d á [á ^ Á @ ^ Á a Á ~ ! Á a a Á • ~ à b & c ð

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The law provides a separate definition for "Special Category Data". This relates to information concerning a data subject's racial or ethnic origin, political opinions, religious beliefs, trade union activities, physical or mental health, sexual life, or details of criminal offences. You can expect the RVC to put in place additional safeguards when processing any Special Category Data that we obtain from you and to ensure that we have a robust legal bases for doing so.

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One of our responsibilities is to tell you in more details about the different ways in which we use your personal data. This Privacy Notice is designed to provide further information about these uses now that you are studying with us as a student of the RVC. In addition to the information in this notice, you may be given further information about the uses of your personal data when you use specific services and facilities offered by the RVC.

The RVC will use your personal data to carry out the necessary tasks for your application to study, your enrolment, your studies and academic progress and your wellbeing

Award Verification: RVC awards are a matter of public record. The RVC may therefore disclose to third parties whether or not you have received an award and if so, the date and classification, without notifying you. Such a disclosure would be subject to a check regarding the origin of the request.

References: Academic staff may agree to provide a reference for you, if you apply for a job or further study. You should ask permission from the staff member and the requesting organisation should provide a copy of your signed consent.

Alumni relations: to keep you in touch with RVC and the Alumni Community, Further details about how the Directorate of External Relations may use your information can be viewed in the separate Alumni Privacy Notice

How long will we keep your personal data?

We will retain your data in accordance with the JISC record retention guidance for Higher Education or any specific legal requirements. <https://www.jisc.ac.uk/guides/records-retention-management>.

Where we are processing your data under the legal basis of consent (e.g. marketing, research) then we will keep it for as long as we continue to have your consent. We will update our records by seeking consent on a regular basis or through you telling us you no longer wish us to process your data (you may use unsubscribe options or email development@rvc.ac.uk).

How can I access my personal information and exercise my other rights in relation to personal data that the RVC holds about me.

Under UK Data Protection Law you have the right, subject to certain exemptions. You have a right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected. If you want to access your information, send a description of the information you want to see and proof of your identity to development@rvc.ac.uk.

If you are an RVC Alumnus/Alumna and have created an account for our Alumni Online Community (RVC4Life), you can sign into your account to access and update most of your information.

You also have a range of further rights as follows: Right to be informed; Right of Rectification; Right or Erasure, Right to be Forgotten; Right to Restrict Processing; Right to Data Portability; Right to Object; Rights in relation to Automated Decision Making and Profiling. Details of your rights are set out in [our website](#).

Who regulates the use of my personal information?

The College maintains a data protection registration with the Information Commissioner's Office, the number is Z6779018. Please see the [Information Commissioners Office](#) website for details.

Who do I contact with questions?

If you have any questions or concerns about how your personal data is used, or you wish to exercise your rights, please contact data@rvc.ac.uk

Further information, including our Data Protection Policy, can also be found on our website

Author:	College Secretary
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