Fair Processing Notice

General

Nazarene Theological College needs to collect, maintain and use personal data relating to you to allow us to process your application for study, register you as a student, to administer your course and to provide facilities during your time as a student. This data is held and processed under the lawful basis of Public Interest.

Data collected during the admissions and registration processes will be used for the purposes of maintaining your student record, managing processes in relation to your academic process, providing personal and academic advice and support, managing accommodation (where relevant) and providing access to the library.

As part of the registration process we will take a photograph of you, or we will ask you to provide a photograph. This photograph will be used to provide you with a student card. Your photograph will also be uploaded to our student database and may be accessed by faculty and staff to help better recognise you. Your photograph will not be used for any other purpose.

The college also needs to collect and process special category data such as ethnic origin, religious beliefs, sexual orientation, gender identification, disability data and sometimes other health data in order to undertake equal opportunity monitoring, and provide access to support for students where appropriate. We are also legally required to collect and process data on criminal offences for access to some courses. This data will only be shared between staff who have a legitimate need to see it.

The personal data held about you is processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation. It is shared internally where appropriate in order to meet the purposes detailed above. The Regulations require that any information held is accurate and has been processed fairly and lawfully. It gives you the right to check the information held and to correct it if necessary. It is therefore essential that you use our online database to maintain the following information: addresses, email addresses, phone numbers and emergency contacts. You should contact the Academic Office to update any other information.

Students with additional support needs as the result of a disability, specific learning difficulty or medical condition are strongly encouraged to declare this information and to contact the Learning Enhancement Officer at le@nazarene.ac.uk .

The college may use external data sources (e.g., HESA, Student Loan Company, UCAS) to verify personal information which you provide. If you provide a mobile telephone number you may be sent text messages about administrative matters or contacted by telephone in emergency situations or where you have not responded to other forms of communication.

As a student visa sponsor, UK Visas and Immigration (UKVI) require NTC to collect and process certain data about applicants who are seeking a visa to study at NTC and those students on a study visa, including information about your immigration status.

This information is referred to as Appendix D documentation and can include:

- Information on how you have obtained your offer, including any academic and English language qualifications
- Your personal details and contact information
- Your passport and Immigration information: passport number, passport expiry, visa expiry date, eVisa information, date of entry to the UK, date and evidence of departure from the UK.
- Your University student number and other system IDs. E.g. UCAS personal ID
- In the absence of an in date visa, evidence that confirms you have ongoing immigration permission to remain and study in the UK.
- Certificate of Acceptance of Studies (CAS), Visa refusals, Immigration History checks.
- A history of your engagement, progression and attendance on your course of study.

The University of Manchester

Nazarene Theological College is a validated partner of the University of Manchester. As part of this relationship, data within the College's student records may be shared with members of the university. For registration with the University, the college will provide to the university your name, date of birth, sex, entry qualification and programme details. All students on taught University of Manchester awards will have their academic records reviewed by representatives of the University, as part of the annual exam boards for progression and graduation. Research students have their progress regularly monitored by the university in the Research Degree Committee and through the eProg online system. In addition to these regular processes, individual student cases may be passed on to the University representatives for advice and review, as required.

While you are a student

Some information on your student record will be sent to the Higher Education Statistics Agency (HESA), as part of the College's statutory requirements as a Higher Education Provider. For details of how HESA uses this information, please see the HESA Student Collection Notice via this following Link: https://www.hesa.ac.uk/about/regulation/data-protection/notices

The College and the Office for Students may compare your data to educational records from previous years to help determine the levels of your current qualifications.

If your tuition fees are sponsored by a third party organisation, reports related to your academic progress may be provided to your financial sponsor. No other personal data will be provided without your consent.

Personal contact details (name, address, email address, telephone number and mobile telephone number) will be provided for the National Student Survey (NSS) to the Office for Students' appointed agent who may contact final year undergraduate students directly to take part in a survey to provide feedback about the quality of their programme of study. That organisation will use your details only for that purpose, and will then delete them. If you agree to participate, the survey questionnaire itself will be accompanied by further information about the handling and use of the data. If you have any concerns about the use of data for this purpose, please contact the Academic Office.

The College's central database will be used on occasion to select information on groups of students. You may, therefore, be notified of opportunities such as research projects, additional services and further courses. If you live in college residence halls, the information that you provide on your accommodation application and during your stay will be used to

administer your application, provide appropriate services and support and ensure your security.

After you graduate

As a former student, Nazarene Theological College will wish to maintain contact with you for the purpose of sending details of activities that we think may be of interest to you, including the opportunity to network with other alumni.

Approximately 18 months after you graduate, you will be contacted to fill in the UK-wide 'Graduate Outcomes' survey. We are required to pass on your contact details to the Office for Students' appointed agent to enable them to contact you for this survey, which is required for all UK Higher Education leavers.

You might be included in a sample of leavers who are surveyed again at a later time. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose and will then delete them. (If you do not want to take part in these second surveys, please let us know).

Disclosure to third parties

The College will not share your data with third parties, subject to the exceptions listed in this notice. Data will not be shared with parents or guardians unless there is judged to be a genuine and serious threat to your health or safety. To assist with confirming that you are eligible for council tax exemption, information limited to name, date of birth, student number and course of study can be provided to your local council, at your request. The College is required in some circumstances to disclose data, where there is a legal obligation to do so, for example:

- In response to urgent need to prevent injury or death (under the lawful basis of Vital Interest)
- In response to a statutory request by a government department (under the lawful basis of Legal Obligation)
- To assist in the prevention or detection of crime (under the lawful basis of Legal Obligation)

Some information will be sent to Government Education Departments, educational training establishments and examining bodies, professional regulatory bodies, Funding Councils (for example Office for Students), UCAS, Student Loans Company, and Local Authorities where appropriate and relevant.

Students who are pursuing studies for ministry with a church or denomination may request that the Academic Office provide records of study at regular intervals directly to that church or denomination. This will not be done without your express consent.

Non-UK data transfers

No data will be transferred outside of the UK without your explicit consent. Situations where your consent may be requested for a non-UK transfer include confirmation of your study status to a US student loan company, or references requests to organisations outside the UK.

Data Security

The College makes every effort to ensure your data is held securely, both in hard-copy and in electronic format. In the event of a breach of security that will have a significant impact on your rights and freedoms, you will be immediately informed.

Your Rights

You have the right to be informed about the personal data we collect, and how we will use that data. You have the right to access your data. Access requests can be made to the Data Protection Officer. Students may access their core academic record at any time through the online Student Database.
You have a right to request rectification if you feel your data is inaccurate.
You have the right to erasure in cases where your data is only held on the basis of consent.
You have the right to request that the processing of your data is restricted.
You have the right to data portability.
You have the right to object to the processing of your data.

If you have concerns about the processing of your data, please speak with the Data Protection Officer. If you are unhappy with how your concerns are handled, you have the right to make a complaint through the NTC Complaints process (available on our website - https://nazarene.ac.uk/complaints-policy-procedure/).

Data Retention

A full breakdown of the retention periods for different types of data can be found in our Data Protection Policy (available on Moodle).

The following information will be held in perpetuity:

- Your name, programme of study, dates of study, module results, degree results, date of graduation, final award
- Your application form information
- Withdrawal and suspension forms
- Research theses (held by the library)
- Statistical information gathered for HESA as part of our statutory obligations

Application references will be retained for 10 years. All other student information will be held by the college for a maximum of 6 years.

Further information on Data Protection and your data held by Nazarene Theological College is found in our full Data Protection Policy, available from the Academic Office.

Contact details

Kirsty Burke & Robert Rae, Office of the Registrar
Nazarene Theological College
Dene Rd
Didsbury Manchester M20 2GU
Tel: 0161 445 3063 (ext 1937)
Email: registrar@nazarene.ac.uk

Document control box	
Policy title:	Fair Processing Notice
Policy Date approved:	May 2018
Approving body:	Admin Council, Board of Governors
Version:	1.3
Source/Supersedes:	1.2
Last review date:	October 2026
Next review date:	August 2027
Related policies:	Data Protection Policy

Lead contact:	Registrar

Note: This document is broadly based on the University of Manchester *Data Collection notice for student data collected at Registration.*