

University of Salford

Data Protection Guidance

This document aims to provide you with guidance on how your personal data will be processed when a case is considered through the following Procedures:

- Academic Appeals Procedure
- Admissions Complaints Procedure
- Applicant and Student Criminal Convictions Procedure
- Fitness to Practice Procedure
- Personal Mitigating Circumstances Procedure
- Student Academic Integrity Policy and Academic Misconduct Procedure
- Student Complaints Procedure
- Student Misconduct Procedure (formerly Student Disciplinary Procedure)

This includes data of third parties that you wish to share with us to consider your case.

Personal data that is processed

The categories of personal data that the University will consider through these Procedures includes your name and contact details and information about your personal or academic circumstances

You may wish to provide us with evidence that includes the personal data of individuals other than yourself. Where this is the case, please ensure that you have discussed this with the third party and check that they are happy for you to share their personal data with us. You may also provide minimal detail where possible or anonymise the information you send to us.

How your data is collected

Your personal data will be gathered from the following sources where it is appropriate to do so:

- you, when you provide the University with information about you and your case, including any evidence to support your case;
- your School, in order to investigate or consider your case;
- 3rd parties, such as a placement provider with responsibility for part of your studies;
- Turnitin (where there are concerns raised regarding academic misconduct).

Who we share your data with

The University adopts the principle of releasing information only to those who need it for the purposes of investigation or responding to the complaint.

The University may also share information with other teams within the University e.g., the Wellbeing and Support in instances where we believe you need support.

Where an allegation relates to possible criminal activity, the University may share information with police as set out in the relevant information sharing agreement.

Where a 3rd party, who is a member of the University (staff or student), has been involved in a case as a victim of an alleged incident, the University may, provide information on whether the case is being considered but may not be able to provide information regarding the outcome of any disciplinary hearing.

Where the third party is external to the University, the University would not normally provide information with regards to specific cases but may exceptionally do so where the information could potentially impact on the wellbeing of the third party.

There may be instances where it is necessary for the information to be shared with 3rd party organisations, for example, the Office of Independent Adjudicator. Information will be shared for them to consider any concerns you may have raised with them. Where there is any 3rd party data (data you have provided that is not about you), we will endeavour to redact any information that is not necessary.

Use of recordings

In some instances, you may wish to provide us with recordings taken of you with other individuals covertly or overtly. Normally the University will not consider covert recordings as evidence under these Procedures; however, it is recognised in some exceptional circumstances it may be appropriate to consider such evidence. A decision will be made on a case by case basis.

Group complaints

In some instances, you may wish to raise a group complaint with other students. The complaint will be dealt with collectively and information will be shared with the group. This includes communicating the outcome of the complaint. If the complaint is raised by one student relating to a group complaint for example, to the Office of the Independent Adjudicator, we may need to share information about the complaint. The University will endeavour to redact any information that is not necessary to the complaint being raised.

How long we retain data

Data will be kept in line with the University's [records retention schedule](#).

Quality Management Office
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