

## Data Protection Policy

All personal information about you will be withheld in accordance with the UK Data Protection Act 1998

If someone gets in touch with us and asks for personal information about you, we will refuse to provide it unless we have written authority from you giving us permission to do so. This is so even if the person claims to be a close family member, or claims the matter is very urgent.

We will, however, contact a person you have designated as to be contacted in an emergency if such an emergency arises and we will do so without requesting your permission.

As a result, we cannot give out information of any kind about you to any other people without your permission, including:

- Whether or not you are a student here.
- Who your tutors are.
- What course you are on.
- Your whereabouts on campus or elsewhere (e.g. where you live).
- Your timetable.
- Your phone numbers or email address.
- Your grades or assessment feedback.
- Your state of health.
- Anything related to a disability you may have.
- Any financial information including debt.
- etc.

UK Data Protection Act 1998 restrictions cover all forms of communication: face-to-face verbal or by telephone, email and written correspondence etc.

If you want to give us permission to communicate with another person about you and discuss personal information about you, you must put this in writing and send it to Administration Support. Your letter must be from your registered email account and include your student ID number. For **each person** you want to authorise us to discuss personal information with, you need to provide:

1. the full name
2. the address
3. the phone number
4. the date of birth
5. the relationship to you

We will do our best to respect your request. We will do our best to check the identity of any such person, for example by asking them questions based on the information you provide and asking them about things we think they should know about you (without providing them with the answers).

**Updated:** January 2014