

Student Data Usage Policy

Responsible Office	Secretary	Effective Date	05.10.2011
Responsible Official	Secretary	Last Revision	27.01.2011

Scope

This policy outlines the usage made of student data which is collected and recorded by the University.

Policy Statement

Student Data Collection

Student data is collected from Clearing houses, CAO (Central Applications Office), PAC (Postgraduate Applications Centre), or directly from students as are part of the application/registration process.

This information is automatically transferred to the Student Registration system. The data is reviewed/updated as part of the registration process. Additional data is collected/ recorded by a number of services/offices to meet their specific needs (e.g. Medical Records, Student Counselling, College/School/Discipline offices).

The type of data collected/ recorded includes:

Student number

PPS No

Name

Date of birth

Country of Birth

Nationality

Addresses (Home , Term, email)

Next of kin details

Image (for Identity card)

Details of previous results

Schools attended

Course application Details

Socio-Economic Category (optional)

Details of Funding

Assessment Results

Degrees/Diplomas awarded

Details of Students attending examinations in sick bay

Curricula Vitae (Placement students only)

Parents Socio Economic grouping

Parents Occupation (Optional)

Parents Employment Status (Optional)

Religion (Optional)

Details of Disabilities(Optional)*

Medical Records*

Records of visits to Counselling Service*

Garda Vetting forms *(for specific courses involving contact with minors)

Student Data Usage

All data is collected for the purpose of managing student interaction with the University throughout their relationship with the University. The data is made accessible to University staff to facilitate this interaction. It is electronically passed to a range of internal systems to facilitate access to resources (e.g. Library, Computer Suites, Virtual Learning Environment). On successful completion of their academic programme, graduate records are created and added to the Alumni database. These records are used to record details of graduates of the University, manage Seanad/Údarás na hOllscoile elections and to communicate with graduates with regard to University and Galway University Foundation activities.

*Sensitive student data (as defined by the Data Protection Act 1998 & 2003) is collected/maintained by a limited number of offices and is not shared across the University. These details are disclosed in line with the legal requirements on the University (e.g. Garda Vetting forms are sent to the Garda Vetting office to facilitate vetting of students).

Student Communication

The University strives to use the most effective and efficient communication methods when communicating with students. The University provides all registered students with a 'nuigalway.ie' email address to facilitate email communications to/from students and staff. The University utilises a variety of methods/technologies to communicate with students based on the following data:

1. Student NUI Galway Email address
2. Students Mobile Phone Number
3. Students Home Phone Number
4. Students Home/Term address
5. Students Personal Email address

The University will communicate with applicants, students and graduates, using the methods mentioned above.

Disclosure

Individual student records are disclosed to the following organisations/agencies outside of the University for the associated purpose

Organisation	Purpose
CAO	Ratings calculated at NUI Galway for Mature/non-standard applicants
PAC	Offers of places on postgraduate courses
HEA	Student CAO identifiers and RSI number (where available) as part of statutory annual returns. Socio-economic details, details of disabilities (as part of optional survey)
External Examiners	Exam scripts for external review
Students Union	To facilitate student elections
Employers	To facilitate placement of students
Dept. of Social Protection	Verifying individual employment status. Details of Registration to verify eligibility for Jobseekers allowances/Back To Education Allowance : (Student Name, Course, Date of Commencement, Date of final Exam, Course Type (Research/Taught), Fulltime/Part Time)
Grant authorities	Details of students' progression from year to year to confirm continuance of funding

NUI Senate and NUI Galway Údarás na hOllscoile election candidates	Graduate names and addresses for election purposes.
Galway University Foundation	Graduate details for the purpose of communication of Foundation activities.
Employers/Academic Institutions	Verified results relating to requests from students seeking employment.
Fulfilment (posting of letters) Companies	Data released to printers for the purpose of facilitating mailshots on behalf of the University.
Software Suppliers	Copies of data released for fault resolution/testing purposes.
Software Service Providers	To provide services directly to students on behalf of the University (e.g. Student email, hosted elements of the Virtual learning environment).
Revenue Commissioners	Student name, Course reference, amount of tuition fees, Name of person who paid the fees, PPS number of person who paid the fees for the purpose of providing Tax Relief at Source
Garda Vetting	Details of students who have applied for courses which require Garda vetting.
Public via website	Details of conferring ceremonies including names of students to be conferred and the degree/diploma

Right of Access

Students' rights of access etc are fully described in the NUI Galway Data protection policy see http://www.nuigalway.ie/data_protection/documents/dataprotpolfinal.pdf. Requests for access/correction of student records in line with the Data Protection Acts 1998 and 2003 should be directed in writing to Secretary , NUI Galway, Galway, Ireland .