

Student Personal Data

APPENDIX

Personal data

The following information will help you to understand the purposes for which the University will store and process your personal data.

What is personal data?

Personal data is any information which relates to a living person, and from which they can be identified. Sensitive personal data is defined as information about racial or ethnic origins; political opinions; religious beliefs or other beliefs; trade union membership; physical or mental health; sexual life; criminal allegations, proceedings or convictions.

Keeping the data up-to-date

The Institute has a responsibility to ensure that the personal data which we process is accurate and up-to-date. Please help us to do this by ensuring that your personal details are kept up-to-date. It is particularly important that the collegiate Institute always holds an accurate current term-time address so that we can contact you with important information. You can check and, if necessary, amend your personal details by logging in to Student Self Service.

Processing your data

Data processing encompasses the collection and use of personal data. The collegiate Institute needs to process your personal data in order to perform its educational, pastoral, statutory and administrative purposes and responsibilities to you and others. This processing will take place before, during and after your studies at ABChorizon.

Examples of processing for these purposes include, but are not limited to: processing information about your studies and achievements; your financial relationship with the Institute and your funders; processing information to enable you to use Institute facilities and to allow effective communication with you; processing information to survey you or to conduct research into academic achievements

to enable the Institute to improve academic and pastoral provision; and processing information to fulfil our statutory responsibilities.

Sharing of personal data

In the fulfilment of the collegiate Institute's responsibilities and purposes, personal data collected by the Institute may be shared within the collegiate Institute.

In addition, the Institute may disclose your personal data to other bodies outside of the collegiate Institute in order to fulfil these responsibilities and purposes.

Publicly accessible information

Your webmail address will be included in the online Institute contact search. Requests to have your email address omitted from the online contact search should be addressed to your Telecommunications Co-coordinator (normally your Departmental Administrator or Office).

Information about your educational achievements may be published in Institute publications from time to time.

You should be aware that many countries outside Turkey do not have data protection legislation, or have different data protection or privacy regimes, and so may not always protect your personal data to the same standard.

Processing sensitive personal data

There are very limited circumstances in which sensitive personal data will be collected and/or processed by the Institute without your consent. Such processing may occur where the Institute considers it to be necessary and in accordance with the Data Protection Act.

Retention

The Institute's records are normally archived as a matter of routine. Nevertheless, you are advised to retain any original certificates issued by the University safely and securely.