

# ASDAC Privacy Statement

## Who are we?

We are the Additional Support and Disability Advice Centre (ASDAC) a section within the Department for Curriculum and Quality Enhancement. Our role is to ensure the University meets its anticipatory duty under the Equality Act 2010 to support students with disabilities and additional academic needs.

## What do we use your information for?

Our main role is to determine reasonable adjustment which will allow effective management of your studies and this includes access to course, curriculum, assessment and facilities. The information we use and collect is protected by law the Data Protection Act 2018. We have an obligation to advise you on how we use and hold both your personal and special category information.

## What are our legal bases for processing your data?

We believe that processing your personal data is not only a necessary part of the contract you enter into with ASDAC, to identify and implement any reasonable adjustments you require whilst at University, but also it is necessary for compliance with our legal obligations under the Equality Act 2010 and health and safety legislation. We will ask you for consent to process your special category data and to share that data when required with third parties.

## How do we collect and where do we hold this data?

We can collect your data in any of the following way:

1. When you apply for a course at the University.
2. When you register at the University – we have a link with the Student Record system.
3. Through referral from academic departments and other professional services which can include email, telephone and letter.
4. From details you provide when attending one of our workshops.
5. From formal University events eg. Open Days.
6. From direct enquiries we take through our department eg. Telephone, email and in person.

We hold your data as follows:

1. We have an Access Database that is linked to the University Student Record system, also known as SITS.
2. We have a confidential secure University system where we hold individual student files.
3. We have a shared Google drive where we record statistical information.

## Who has access to this information?

Access is restricted in all the areas above to staff working within ASDAC. All staff have access to the database to record discussions, interactions and processes. The secure University system is where we hold student files and they are defined as follows:

- Current Student File
- Confidential Student File
- Potential Student File
- Archive Student File
- General Student File

ASDAC database has a direct link to the current Student Record System, SITS. The information uploaded relates directly to a student's individual reasonable adjustment eg. Examination and assessment adjustment or their Personal Emergency Evacuation Plan requirements. Information on individual disability or additional need can also be uploaded where we have consent to share. Where consent is not given, then this information remains confidential to the ASDAC staff only.

# What types of personal information do we hold and why?

**Contact information.** To ensure that we are using the most effective and efficient method of contact.

**Documentary data.** We hold a record of our email contact on the secure University system. We also hold the sensitive information you may send us which relates directly to your disability eg. Psychological Assessment, Needs Assessment Reports, medical evidence.

**Consent to Share.** This information is recorded on our notes within the database and also recorded on a separate section held on your individual database record.

**Customer Reference Number.** This is recorded on your database file as a unique reference code when we are dealing with the Department for Education, your funding authority and any centre registered through the National Network of Assessment Centres (UK) ([www.nnac.org](http://www.nnac.org)).

**Student Record Number.** This is used as a unique identifier when recording against your record on our database.

## HESA Disability and Disabled Students' Allowance Code (Disabled Students' Allowance)

We have a legal responsibility to record disability and DSA codes for annual statistical returns to HESA (Higher Education Statistics Agency) for the University's annual return.

# How long do we keep your information?

If you have registered as a student at the University, we retain your information for 6 years from graduation or withdrawal from course.

If you have applied for a course, but not registered on a course, we retain your record on our database and any associated documentation for 2 years from your date of application. After this time, we delete all information we hold on you including that on our database and secure University system. If you withdraw your application at that point all information we hold is deleted.

Requests for information should be directed through the Information and Disclosure Office.

## Third Party Request and Research

We do not release information to third parties without specific written consent from you. Third parties include guardians, parents and siblings, along with other organisations who may have been involved in your previous education.

Your information is not used for research purposes. We recognise that you have disclosed sensitive information so that we can offer reasonable adjustment which will in turn allow effective management of your studies, access to course, curriculum, assessment and facilities. To use this identifiable information for any other purpose would breach your data protection rights and your rights to confidentiality.

## Withdrawal of consent or the Right to Be Forgotten.

You have the right to withdraw consent to share. If you wish to withdraw consent to share any information, can you please ensure you identify what it is you wish to withdraw. We would encourage you to discuss this with us in the first instance to ensure that you understand the consequences and impact withdrawing certain information may have. However, if you wish you may email from your University email account to [asdac@port.ac.uk](mailto:asdac@port.ac.uk), and advise us on what information you wish to have restricted, deleted or you if wish to be forgotten and we will in turn uphold your request but reserve the right to advise you on the consequences.

# Information and Governance

Our Information Governance staff have responsibility for a wide range of duties that includes Data Protection. You may wish to contact them directly for further information on the wider responsibility of the University in handling your data. For contact details please access their website on:

<https://www.port.ac.uk/about-us/structure-and-governance/legal/data-protection-and-gdpr>