Student Health and Wellbeing Student Privacy Notice

Newcastle University is collecting your data to support the provision of advice, support, and arrangement of reasonable adjustments.

Newcastle University is a data controller in terms of the General Data Protection Regulations (GDPR) and the relevant data protection legislation (Data Protection Act 2018). The data you provide will be processed in line with the Student Data Collection Notices which can be found at: www.ncl.ac.uk/data.protection/students/notice Data will be retained in accordance with the University’s Records Management Schedule guidance.

This notice explains how we will collect and use your personal data and special category data. Identifiable data will not usually be shared with third parties (separate legal entities to the University) without your explicit consent, except when the University is required to by law or where processing is necessary to protect vital interests.

If you would like more information about how we manage personal data more generally, including your rights under law, and the contact details of the University’s Data Protection Officer, please see our website: http://www.ncl.ac.uk/data.protection/PrivacyNotice.htm

We obtain personal data and special category data about you from the following sources:

- From you, when you contact us via email, phone or post, or when you provide us with details at Open and Visit Days,
- From you, when you sign up/or take part in other University services or events such as International Welcome,
- From you, when you register with the University,
- From you, when you submit applications for financial support;
- From medical, health care professionals, psychologists, psychiatrists or those providing you with evidence of your disability or mental health issue, when you have given permission for them to contact us;
- From other Services and academic Schools within the University, if you declare a disability or mental health issue.
• From other Services and academic Schools within the University, if you
declare a financial concern and have given permission for your information to
be shared with us;
• From Assessment Centres regarding your Study Needs Assessment, when
you have given permission for this information to be shared with us;
• From third party sources such as medical, health care professionals,
psychologists, psychiatrists or those providing you with evidence of your
disability or mental health, UCAS, funding bodies such as the Student Loans
Company, US Loans, parents/guardians and schools/colleges. When we
obtain personal data about you from third party sources, we will look to ensure
that the third party has lawful authority to provide us with your personal data.

Sharing information

Student Health and Wellbeing may need to share your personal data with third
parties necessary for the purpose of providing funding, support, reasonable
adjustments, and where necessary to safeguard your wellbeing. Third parties we
share information with are:

Within Newcastle University

• Accommodation Service
• Examinations Office
• Library Services
• Relevant teaching and administrative staff
• Degree Programme Director(s) & Module Leaders
• Personal Tutor
• Chair of Personal Extenuating Circumstances committee
• Work placement coordinators (university and business organisation)
• Study abroad coordinators (home and abroad)
• Postgraduate teaching assistants
• Guest lecturers
• Any other relevant Newcastle University staff associated with your support,
financial support or study needs.
• Tuition Fees
• Advancement
• Postgraduate and Undergraduate Admissions
• International Office
External bodies

- Funding bodies such as Student Loans Company/ Research Councils/ NHS Bursaries
- Non-Medical Helper Providers
- Personal Care Providers
- Study and Work Placement Providers
- GP’s and specialist NHS services
- The Police.
- Newcastle University Students’ Union

Transfers to third countries

On occasions it may be necessary to share your personal data with organisations based outside the European Economic Area (EEA) for purposes of arranging financial, disability, mental health or health related support.

When it is necessary to share your data with organisations outside of the EEA, we will ensure that appropriate safeguards are in place to protect your personal data.

Lawful basis for processing your personal data and special category data under GDPR

- We have a legal obligation to process your data necessary for the purposes of arranging disability-related support and reasonable adjustments.
- Where we identify a vulnerability, we will process your data necessary for the purposes of taking reasonable steps to safeguard your wellbeing. We will in most circumstances seek your explicit consent but there may be occasions where processing is necessary to comply with a legal obligation and in the performance of a task in the public interest.
- We will seek explicit consent for the purposes of processing your data necessary for the provision of counselling/therapeutic support.
- We will carry out a task in public interest where you have given permission to your funding body to share your data with us for the purposes of assessing financial supports including bursaries.
- We will seek your explicit consent to process your data necessary for the purposes of assessing financial supports such as hardship.
• Where we identify a vulnerability affecting vital interests we will report this to appropriate health care professionals or to the Police.
• On rare occasions, where it is suspected there is involvement in criminal activities we are required by law to report this to the Police.

Restricted processing
You have the right to request we restrict processing of your personal data and special category data but this may affect the support and adjustments we are able to provide you. If you wish to restrict processing of your personal data, please put your request in writing and send it to the postal or email address below:

Student Health and Wellbeing Service,
Newcastle University,
Kings Gate,
Newcastle upon Tyne NE1 7RU

Email: disabilityadvisor@ncl.ac.uk

Retention periods
Student Health and Wellbeing will retain your data for no longer than is necessary for the purpose of providing advice, support and reasonable adjustments associated with your studies at Newcastle University OR for no longer than six year after you leave the University.

Changes to this Notice
We reserve the right to make changes to this Notice. We shall inform you of any changes to this notice using the appropriate medium of communication. A current version of this notice is available on the Student Health and Wellbeing web pages https://www.ncl.ac.uk/students/wellbeing/about/policies.htm

If you have any concerns with regard to the way your personal data is being processed, or have a query with regard to this Notice, please contact:

Student Health and Wellbeing Service,
Newcastle University,
Kings Gate,
Newcastle upon Tyne NE1 7RU

Email: disabilityadvisor@ncl.ac.uk
For further information about your rights as a data subject and for contact details of the Data Protection Officer please visit our website
http://www.ncl.ac.uk/data.protection/PrivacyNotice.htm

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