

Privacy Notice - PEMS USERS

Updated 10/02/2021

Introduction

The General Data Protection Regulation (GDPR) came into force on 25 May 2018. GDPR governs the way that organisations use personal data. Personal data is information relating to an identifiable living individual. Transparency is a key element of the GDPR and this Privacy Notice is designed to inform you:

- how and why the University uses your personal data,
- what your rights are under GDPR, and,
- how to contact us so that you can exercise those rights

Data Subject Rights

One of the aims of the General Data Protection Regulation (GDPR) is to empower individuals and give them control over their personal data. The GDPR gives you the following rights:

- The right to be **informed**
- The right of **access**
- The right to **rectification**
- The right to **erase**
- The right to **restrict** processing
- The right to **data portability**
- The right to **object**
- Rights in relation to **automated decision making and profiling**

For more information about these rights please see <https://www.shu.ac.uk/about-this-website/privacy-policy/data-subject-rights> and the Contact Us section at the end of this Privacy Notice.

Why are we processing your personal data?

The University may process personal data held on PEMS for **quality assurance and service evaluation purposes**. This processing is necessary for the legitimate interests of Sheffield Hallam University. For other processing, please see the sections below for students and for staff.

Students

It is necessary for the University to process your personal data in order to fulfil all aspects of our contract with you:

- to offer students placement opportunities
- to review requests for placements
- to allocate students onto available placements
- to register and confirm students on placements
- to monitor and report students' absences from placements
- to feedback information from students in relation to their placement

It is necessary for the University to process your personal data in order to meet our public tasks carried out in the public interests (our learning and teaching duties and regulatory body requirements)

- to maintain an information register for placement practice educators, supervisors and assessors
- to communicate information about the placement link tutor and specified personnel
- to organise training of specified personnel
- for internal review and audit purposes
- to enable the delivery of COVID-19 related vaccinations and tests required by placement settings for health and social care placements

PLEASE NOTE: In the case of students from the University of Sheffield, Sheffield Hallam University processes your data on behalf of the University of Sheffield. Processing is for the performance of your contract with the University of Sheffield and to meet its public tasks carried out in the public interest.

University and Placement Provider Staff

It is necessary for the University to process your personal data in order to meet our public tasks (our learning and teaching duties and regulatory body requirements)

- to maintain an information register for placement practice educators, supervisors and assessors
- to communicate information about the placement link tutor and specified personnel
- to organise training of specified personnel
- for internal review and audit purposes

Which Personal Data do we Collect and Use?

In order to manage student placements we need to collect and use the following personal data.

Students

- Name
- Title
- University-allocated email address
- Contact telephone number
- Course
- Gender
- Student number
- Date of birth
- Pre-placement clearance status

University and Placement Provider Staff

- Name
- Job title
- Relevant qualifications
- Health and Care Professions Council (HCPC) registration number

Sources of personal data

Sheffield Hallam University students

- Some of the data contained in PEMS is imported from your University record which you can amend on MyStudent Record
- Most of the data that we hold is collected directly from you as the data subject but other sources of personal data include:
 - Data supplied by placement provider staff
 - Data supplied by University staff

University of Sheffield students

- Data is collected either directly from you as the data subject or from the University of Sheffield

Sheffield Hallam University staff

- Data is collected either directly from you as the data subject, or from other data held by the University.

Staff at organisations providing student placements

- Data is collected either directly from you as the data subject, or from your organisation.

Who do we share your data with?

You should be aware that in order to provide our services we may need to share your personal or sensitive personal data within the organisation or outside Sheffield Hallam University. The privacy of your personal data is paramount and will not be disclosed unless there is a justified purpose for doing so. **The University NEVER sells personal data to third parties.**

Your data may be shared with:

- **Sheffield Hallam University staff** who need the information for administrative, teaching, assessment, quality evaluation and student support purposes.
- **In the case of students from the University of Sheffield**, we share data with **the placement leads at the University of Sheffield staff** who need the information for administrative, teaching, assessment, and student support purposes.
- **Placement providers** for the purposes of selecting candidates, offering and allocating placements, facilitating visits by University staff to students on placement, and for audit and evaluation purposes. **During the COVID-19 pandemic the data may also be used to enable the delivery of COVID-19 related vaccinations and tests required by health and social care placements.** Placement providers will only be able to access data connected to the placements at their provider organisation and will not be able to access information about Learning Contracts, or disability via PEMS. University staff will discuss and agree separately with individual students whether information relating to a Learning Contract will be shared with a placement provider. Providers will not use your information for other purposes.
- **Contractors and suppliers**, where the University uses external services or has outsourced work which involves the use of personal data on our behalf, e.g. IT services and support, mailing services, confidential waste services. The University will ensure that appropriate

contracts and/or data sharing agreements are in place and that the contractors and suppliers process personal data in accordance with the GDPR and other applicable legislation. If we need to transfer your personal information outside the UK we will only do so where this is permitted by law and where we have appropriate safeguards/protection in place.

- **Government bodies and departments**, in the UK and overseas, responsible for:
 - public funding
 - sponsorship
 - statistical analysis, monitoring and auditing
 - regulatory matters.
- **Professional and regulatory bodies** where this is required for their statutory or regulatory purposes, e.g. Nursing and Midwifery Council (NMC), Health and Care Professions Council (HCPC), Social Work England, Care Quality Commission, Ofsted.
- **Employers, other education providers or others sponsoring students** to provide references, and updates on attendance, progress, conduct and matters relating to fees and funding.
- **Validating and professional bodies** in connection with registration and awards.
- The University's **insurers, legal advisers and auditors**.
- The **emergency services** and/or other support organisations called upon in the case of an emergency where the disclosure of personal data is considered in the student's vital interests or pertinent to their safety and well-being.
- The **police, the Disclosure and Barring Service (DBS)** and/or other organisations responsible for safeguarding and preventing or detecting crime or apprehending or prosecuting offenders in the unlikely event that this is requested and there is a lawful basis for sharing.

Security

The University takes a robust approach to protecting the information it holds. This includes the installation and use of technical measures including firewalls and intrusion detection and prevention tools on the University network and segregation of different types of device; the use of tools on University computers to detect and remove malicious software and regular assessment of the technical security of University systems. University staff monitor systems and respond to suspicious activity. The University has Cyber Essentials certification.

Alongside these technical measures there are comprehensive and effective policies and processes in place to ensure that users and administrators of University information are aware of their obligations and responsibilities for the data they have access to. By default, people are only granted access to the information they require to perform their duties. Training is provided to new staff joining the University and existing staff have training and expert advice available if needed.

Retention

Data on PEMS is normally retained for the duration of your course plus 7 years. If data from PEMS is required for a complaint, appeal, disciplinary or fitness to practice case, it may be retained for longer.

Contact Us

Please contact the Placement Learning Team if you have any **queries about how your data is used on the PEMS system** or any queries about placements data.

Email: hwplacementlearning@shu.ac.uk

Please contact the University's Data Protection Officer if:

- you would like to request copies of your personal data held by the University (**a subject access request**)
- you would like to exercise **your other rights** (e.g. to have inaccurate data rectified, to restrict or object to processing) please contact our Data Protection Officer.
- you would like to report a **data security breach** (e.g. if you think your personal data has been lost or disclosed inappropriately)
- you would like to **complain** about how the University has used your personal data

Data Protection Officer
Governance Services
City Campus
Howard Street
Sheffield
S1 1WB

DPO@shu.ac.uk

Telephone: 0114 225 5555

Further Information and Support

Please see more information about how Sheffield Hallam University uses personal data <https://www.shu.ac.uk/about-this-website/privacy-policy>

The Information Commissioner is the regulator for GDPR. The Information Commissioner's Office (ICO) has a website with information and guidance for members of the public:
<https://ico.org.uk/for-the-public/>

The Information Commissioner's Office operates a telephone helpline, live chat facility and email enquiry service. You can also report concerns online. For more information please see the Contact Us page of their website:
<https://ico.org.uk/global/contact-us/>