

Postgraduate Research Student Privacy Notice

Please see the student privacy notice available at www.open.ac.uk/privacy for information regarding the personal data we collect on all our students, what we do with it, and your rights.

This document sets out the additional actions The Open University carries out with personal data specifically relating to Postgraduate Research (PGR) students, and PGR applicants.

The Open University is the data controller for the personal data that we collect.

There are certain activities described in the student privacy notice that do not apply to PGR students. For example the national student survey does not apply to PGR students, however we do engage with the Postgraduate Research Experience Survey (PRES).

There are some additional activities we carry out relating to PGR students, described below.

PGR Applicants

Unsuccessful application records are held for six months after the end of the application process. Anonymous equality monitoring data may be retained after this time.

PGR Students

Additional Information we collect

- You may provide us with additional personal data than we normally collect, if the nature of your research requires certain checks or verifications to be made about you. We may also collect your bank details if you are in receipt of a stipend or any other financial award.
- We may be given personal data about you by third party organisations you have a relationship with, for example Affiliated Research Centres, or partner organisations. If your research requires you to have a DBS check, then we will be given this data as well. We may receive references about you from previous employers or other relevant people.
- We may also collect or create information whilst you study with us including health and safety records, and sickness and absence records
- Some of our systems and processes automatically collect personal information. These include
 - Door entry logging
 - Work monitoring systems
 - If learning events or meetings are recorded, then some personal data of participants may be automatically captured
 - IT system use is logged and monitored
 - CCTV cameras across OU sites. There are number plate recognition cameras at campus entry and exit, but these are not linked to databases containing vehicle information.

Activities which are necessary for the performance of your contract to study with us:

- Ensuring you have the right to work/study in the UK
- Providing you with an email address identifying you, using it to contact you for work purposes, and enabling you to use it to carry out your role.
- Managing payment of stipends and other payments

- Providing and managing training, development and progression
- Managing requests for leave, including special leave and parental leave, and managing sickness and absence.
- Providing access to buildings and managing security. Your photograph is used on your ID card for identification and security.
- Providing access to relevant systems and services, such as IT systems and Library resources
- Administering internships, and sharing some personal data with the organisation hosting the internship
- Conducting assessments about your fitness to study, if there are concerns about this. This may include special category data about mental or physical health. If you are not well enough to study, your registration as a student would be temporarily suspended.
- Monitoring your attendance, if required for UK Visa and Immigration or student loans
- Ensuring your health and safety, for example carrying out display screen equipment checks, referring you to occupational health where relevant, and monitoring of training, equipment and exposure to hazardous substances.

Activities which we have a legal obligation to carry out

- If you have a student loan, we share information about your course, fee liability and attendance with the Student Loans Company.

Activities we have a legitimate interest in carrying out

- We collect personal data as part of research project planning, budgeting, and reporting
- We provide wellbeing and support services, including Travel services and activities to minimise disruption when travelling. Our travel booking provider keeps emergency contact details, details of prescription medication and health conditions to help resolve difficulties when travelling on OU business.
- We provide communications about University news and events
- We carry out activities to provide a safe environment, maintain security, and prevent and detect crime
 - Administration of The Open University's CCTV system, to provide a safe environment and facilitate the prevention and detection of crime
 - Vehicle registrations are used, if provided to the OU, to manage car parking and security
 - To prevent fraud and other criminal activities, for example fraud in relation to public funding
 - To identify users of library resources who have breached our subscription terms by downloading excessive material
 - To monitor use of IT services and ensure network and information security
- We carry out some activities manage our operations effectively
 - We log OU assets and equipment provided to you
 - We test and maintain our systems to ensure robust performance
- We sometimes use external service providers to carry out activities under our instruction. If so, they may process your personal information under strict contractual confidentiality obligations

We share data with a number of organisations for specific purposes.

Disclosure to	Details	Basis for transfer
Higher Education statistics Agency (HESA)	Some information will be sent to the HESA for statistical analysis and to allow government agencies to carry out their statutory functions. You are advised to refer to the HESA staff collection notice for further details	Legal obligation
Home Office, UK Visas and Immigration	Will share information about attendance in order to fulfil the University's obligations as a visa sponsor	Legal obligation
Disclosure and Barring Service (DBS)	Required for certain sensitive posts to assess applicant's suitability for positions of trust. See Policy on the recruitment of ex offenders	Legitimate interest; (employment and social protection legislation)
The Higher Education Funding Council for England (HEFCE)	Data submitted for the Research Excellence Framework (REF), and potentially the Teaching Excellence Framework (TEF)	Public task
Research funding bodies, Affiliated Research Centres, Doctoral Training Partners and Industrial partners	Names and details of expenditure, i.e. salary levels, contracts, to ensure compliance with funding contracts. For Research Councils we input data to their system which provides electronic grant services	Necessary for contracts with funding bodies for particular projects
	Provision of CVs to identify the kind of individual who may be employed on a research project, as part of a bid	Legitimate interest in successfully bidding
Prospective employers	References will be provided on request	Legitimate interest in fulfilling expectation of PGR students
External research organisation/ universities	We may share information about you with a prospective research partner, e.g. if you wish to use another organisation's facilities, or your supervisor has identified a useful organisation for you to work with. This may require some data being sent outside the EEA	Public task of undertaking academic research
Mortgage lender and letting agencies	In order to allow these organisations to verify employment for mortgages, tenancy agreements and council tax arrangements	Consent
HM Revenues & Customs (HMRC)	Real Time Information released to HM Revenue & Customs (HMRC) in order to collect Income Tax and National Insurance contributions (NICs) from employees.	Legal obligation
Training partners	Sharing of student needs and development plans with partners including Doctoral Training Partners, Centres for Doctoral Training and Innovative Training Networks	Either necessary for the contract, or where this is not the case, public task

You are likely to share your name, and potentially your contact details, with individuals you are in contact with, which may include contacts external to The Open University. This is in order to facilitate your work, and is necessary for your contract as a PGR student.

You may put certain information in the public domain, in order fulfil funder requirements, and to build your academic profile. For example, your ORCID (unique ID), your publications (e.g. in ORO), and your contact details. In certain cases this will be necessary for your contract as a PGR student.