

Student Privacy Notice

The Armagh Observatory and Planetarium, (the AOP), needs to process personal data and sensitive personal data relating to its current and former students to carry out its teaching, operational and general functions. Personal data means 'any information relating to an identified or identifiable natural person'. Special categories of data mean information about racial or ethnic origin; political opinions; religious beliefs or other similar beliefs; trade union membership; physical or mental health; sexual life; and criminal allegations, proceedings or convictions.'

All such data will be processed in accordance with the provisions of the Data Protection Act 2018, the GDPR and the AOP's policy on data protection. The term 'processing' includes the initial collection of personal data, the holding and use of such data, as well as access and disclosure, through to final destruction. Further information on what data is collected and the purposes for which it is processed is given below.

What personal data do we hold?

We collect information about you during the process of your application to study with us, including your contact details and qualifications. We will also collect information about your supervision arrangements for your studies and your academic progress, including details of any assessments you undertake. We also process information from our CCTV system for security and to prevent and detect crime. Our CCTV system may capture images of you if you are on site. These images are deleted at regular intervals.

Why do we collect personal data?

The AOP collects and processes your personal data to fulfil our teaching obligations to you as a student. We also process it to carry out our functions as a research institution, comply with our legal obligations and to discharge our public functions.

How do we use your personal data?

The AOP processes your personal data to maintain records of your academic progress, to allow you to access the AOP buildings, to carry out its legal responsibilities, to monitor compliance with the terms of any visa application which it facilitates, to investigate complaints, comply with our duties regarding your health, safety and wellbeing, fulfil our statutory reporting obligations, respond to access to information requests, to conduct equal opportunities monitoring and to ensure our practices comply with anti-discrimination legislation, to notify you of other services and events related to your studies.

Is my data shared with any other organisations?

The AOP may disclose certain personal data to third parties outside the organisation. We have a data sharing agreement which regulates the way we share your personal data with Queen's University.

We may also share your personal information with potential employers or providers of education whom you have approached for the purposes of providing an academic reference.

Is my personal data transferred outside the EEA?

Your personal data will only be transferred to countries, outside of the EEA, whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards, such as the EU/US privacy Shield, are in place.

How long is my personal data retained?

Your personal data is only kept for the period necessary for the purpose for which it was collected and in accordance with the AOP's Retention and Disposal Schedule¹. Data will be securely destroyed when it is no longer required. Some data, for example, your exam results will be retained indefinitely.

Who can I complain to about the use of my personal data

If you have a complaint about the way your data is processed, please contact the Records and Information Manager at the address listed below. You also have the right to complain to the ICO if you are unhappy about the way the AOP handles your personal data.

Your rights

You have the right to request a copy of all the personal information held about you by the AOP. If you wish to make such a request, please do so in writing to the AOP's Records and Information Manager at the address listed below.

You also have the following rights:

- the right to be informed about the personal data the AOP holds about you and what we use it for
- the right to request that inaccurate or incomplete personal data is rectified
- the right to request that we refrain from processing your data
- the right to request that your personal data is updated
- the right to complain if you do not believe we have followed our policy
- the right to request your personal data in a portable form
- the right to have your personal data erased²

Our contact details

If you require further information about how your personal data will be processed by the AOP or if you wish to make a complaint about any data protection matter, contact our Records and Information Manager at the following address:

Records and Information Manager
Armagh Observatory and Planetarium
College Hill
Armagh
Northern Ireland
BT61 9DG

You also have the right to complain to the Information Commissioner's Officer if you are unhappy about the way the AOP handles your data: <https://ico.org.uk/concerns/>.

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¹ Presently being reviewed

² In certain circumstances