

Privacy Notice – Placement Communication Portal

The information you provide through the Placement Communication Portal will be held and processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and, where applicable, the EU GDPR.

The University of Derby (the University), as Data Controller, will use this information to support students in their placement activities and facilitate collaborative working. You may be contacted in relation to these purposes.

Your data will be retained by the University for a period of **seven (7) years**, after which it will be securely destroyed. Please note: where data has been shared with third parties in line with our legal obligations, we may not be able to delete that data from those external systems.

We may share your data with relevant public authorities and public sector partners (e.g. the Higher Education Statistics Agency [HESA], the National College for Teaching and Leadership [NCTL], etc.) where we are legally required to do so.

Lawful Basis for Processing

The University processes your personal data under the following lawful bases, as set out in the UK GDPR:

- **Article 6(1)(e) – Public Task**
Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the University. This includes supporting placement arrangements, student supervision, and reporting on academic engagement.
- **Article 6(1)(c) – Legal Obligation**
Processing is necessary for compliance with a legal obligation to which the University is subject. This applies to reporting requirements for statutory bodies such as HESA or other regulatory organisations.

If any **special category data** is collected (e.g. health or disability information relevant to placement support), it will be processed under the relevant Article 6 lawful basis (e.g. public task) **and** the following additional condition under Article 9 of the UK GDPR:

- **Article 9(2)(g) – Substantial Public Interest**, where processing is necessary to support a student's needs during placement activities, specifically in relation to equality of opportunity or treatment (Schedule 1, Part 2, Paragraph 8 of the Data Protection Act 2018).

Where required, this data may also be shared with statutory bodies such as HESA under the same lawful basis and with appropriate safeguards in place.

Your Rights

You have the right to access, correct, or object to the processing of your personal data under data protection law. To exercise these rights, please contact: **gdpr@derby.ac.uk**

Questions or Concerns

If you have any concerns about how your data is handled or wish to raise a complaint, you may contact the University's Data Protection Officer: **dpo@derby.ac.uk**

Further Information

More details on how we manage your personal data can be found in the University's full privacy notices: <https://www.derby.ac.uk/about/data-governance/privacy-notices/>