

Tutor Guidance - Managing Student Data

City Lit has an ethical as well as a legal responsibility to protect the privacy and security of student data whilst upholding students' rights of access. As a tutor, you play a vital part in helping us do this.

Here are some general points for you to bear in mind when handling student information.

Protecting Student Privacy

Students have a reasonable expectation of privacy both in the classroom and online. To help facilitate this, please remember to:

- Avoid sharing class lists without getting students' permission first.
- Not leave any papers containing student details on open display or an unattended laptop.
- Avoid displaying student data on the screen when you are working with student information on the classroom computer or your laptop.
- Securely destroy any student information once it is no longer needed or hand it to the course administrator.

Using your own devices

More and more people are using their own personal devices for work. These can range from PCs, Laptops, iPads, and smart phones. In IT circles, this way of working is known as BYOD – Bring Your Own Device. Whatever you may use, please keep the following in mind:

- Make sure your device has up-to-date security patches and that you have antivirus software installed and active.
- Make sure your device is password protected, if not encrypted, to give the best level of protection.
- If you do download student files onto your device, make sure you delete the local copy as soon as the course is finished.

Hardcopy documents

- If you have any hard copies of student files containing sensitive information, please destroy them securely or bring them into college to be shredded when the course finishes, unless you have been notified by your manager to retain or submit your documents for quality audits.

Obtaining student consent

One of the big worries over data protection these days is whether organisations have received the correct consent from their customers to use or share their personal data. When a student enrolls on their course, they automatically give their permission for City Lit to use their data to support their learning during the course. You should not have to ask them to sign any additional forms unless you plan to use or share students' details, pictures, audio or film recordings for purposes **not directly related to teaching**.

For example:

- Promoting or advertising the course
- Sharing the output of performing arts classes amongst the group or agreeing to additional requests to take pictures or make recordings.

If you are still unsure what you need to ask your students to give you the permission for, please speak to your course administrator or contact the Data Protection Officer. Details are below.

Remind students that, if they wish to receive details about course progression or additional events organised by City Lit, they should manage their **MyCityLit** Account to make sure that they have given permission to receive such information. Not doing so will remove our ability to contact them.

Contacting students

You should only use your City Lit email account to contact students. This is both from a professional conduct perspective as well as a compliance viewpoint. When you contact students please:

- Make sure you use the BCC function on email to avoid revealing other students' details
- Observe the standard rules of email etiquette. Details can be found on the City Lit website in the **Digital, Social Media and Telecoms Acceptable Use Policy**
- You are free to promote course progression or related events within the class but you will need to remember to remind students to manage their **MyCityLit** account to receive emails after the course has finished, if they wish to continue to receive information.

Student's right of access

Under the General Data Protection Regulation individuals now have greater rights to control how their data is used. These rights range from the right of access, to the right of correction and the right of erasure (the right to be forgotten). These are not absolute rights and there are a number of qualifying conditions that need to be considered. If a student has any questions on their rights, they should be directed to the **Privacy Policy** available on the City Lit website.

For tutors the important point to remember is that you should consider that everything you write about students could potentially be read by them.

Getting help

If you should lose any student data (e.g. a folder of information or an electronic device containing student records or suspect that someone has gained unauthorised access to student data) please report this immediately to the course administrator and data.protectionofficer@citylit.ac.uk

If you have any general questions about data protection please ask the data.protectionofficer@citylit.ac.uk who will be happy to advise.

Further information on Data Protection is available on e-share/Institute Policies and Guidelines and on the City Lit web site.