

## Privacy notice for students

### 1 What is the purpose of this document?

RCSI is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after the completion of your education with us, in accordance with Law No. 30 of 2018 regarding the Personal Data Protection Law (**PDPL**). It applies to all students studying with us.

RCSI is a "**data manager**". This means that we are responsible for deciding how we hold and use personal information about you. We are required under the PDPL to notify you of the information contained in this privacy notice.

This notice applies to current and former students. This notice does not form part of any contract with you and we may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the PDPL.

### 2 Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- used lawfully and fairly;
- collected only for a lawful purpose that we have explicitly specified to you and not used in any way that is not compatible with the purpose for which it was collected;
- adequate, relevant and not excessive for the purposes for which it was collected;
- correct, accurate and kept up to date;
- kept only as long as necessary for the purposes identified; and
- kept securely.

### 3 The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are certain types of more sensitive personal data which require a higher level of protection, such as information about a person's health or about criminal convictions.

We will collect, store, and use the following categories of personal information about you:

- personal contact details such as name, title, addresses, telephone numbers, and personal email addresses;
- date of birth;
- gender;
- marital status and dependants, as well as next of kin and emergency contact information;

- bank account details; (where the details relate to a parent or guardian it is assumed you have received their consent to provide this information to us)
- start date and completion date of your education with us;
- copy of any identification documents required for registration;
- application information (including references, educational documents and other information required as part of the application process);
- CCTV footage and other information obtained through electronic means such as swipe card records;
- information about your use of our information and communications systems;
- Information regarding your wellbeing and academic progress in the university, such as meeting notes
- Information relating to your personal or professional conduct in the university or clinical sites
- Information about your personal and financial circumstances if required and
- photographs of the student.

We may also collect, store and use the following more sensitive types of personal information:

- information about your health, including any medical condition, health and sickness records, including:
  - where you leave prior to the completion of your education, or take a leave of absence during your education and the reason for this is determined to be ill-health, injury or disability, the records relating to such; and
  - details of any absences;
- disciplinary information,
- biometric data; and
- information about criminal convictions and offences.

Please note we will never collect, store and use the following types of sensitive personal information

- information about your race, religious beliefs and political opinions.

#### **4 How is your personal information collected?**

We collect personal information about students through the application process directly from candidates. We may sometimes collect additional information from third parties including former employers, academic institutions, credit reference agencies or other background check agencies.

We may collect additional personal information throughout your period of study with us.

#### **5 How we will use information about you**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- where we need to perform the contract we have entered into with you;
- where we need to comply with a legal obligation; and
- where it is necessary for legitimate interests pursued by us or a third party and your interests and fundamental rights and freedoms do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- where we need to protect your interests (or someone else's interests); and
- where it is needed in the public interest or for official purposes.

## 6 Situations in which we will use your personal information

We need all the categories of information in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. In some cases we may use your personal information to pursue legitimate interests, provided your interests and fundamental rights and freedoms do not override those interests. The situations in which we will process your personal information are listed below:

- making a decision about your application and determining the terms on which you study with us, as well as assessing qualifications;
- checking you are eligible to study in the Kingdom of Bahrain;
- administering the contract we have entered into with you;
- business management and planning, including accounting and auditing;
- conducting academic reviews, managing performance and determining performance and making decisions about your continued study with us;
- making arrangements for the termination of your education with us and, where appropriate, gathering evidence for possible grievance or disciplinary hearings;
- education, training and development requirements;
- dealing with legal disputes involving you, or other students;
- ascertaining your fitness to study, managing sickness absence and complying with health and safety obligations;
- to monitor your use of our information and communication systems to ensure compliance with our IT policies and to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution and fraud; and
- to conduct data analytics studies to review and better understand student retention and attrition rates and equal opportunities monitoring.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

### 6.1 If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our students and employees).

## 6.2 **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## 7 **How we use sensitive personal information**

Sensitive personal information, such as information about your health, racial or ethnic origin, require higher levels of protection. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process sensitive personal information in the following circumstances:

- with your explicit written consent;
- where we need to carry out our legal obligations or exercise rights in connection with employment;
- where it is needed to conduct or defend any proceedings;
- where it is needed to ensure patient safety in line with the Student Code of Conduct and
- where it is needed in the public interest, such as for equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

### 7.1 **Situations in which we will use your sensitive personal information**

In general, we will not process particularly sensitive personal information about you unless it is necessary for performing or exercising obligations or rights in connection with study. On rare occasions, there may be other reasons for processing, such as it is in the public interest to do so. The situations in which we will process your sensitive personal information are listed below. We have indicated the purpose or purposes for which we are processing or will process your sensitive personal information.

- We will use information about your physical or mental health, or disability status, to ensure your health and safety during your studies and to assess your fitness to study, to provide appropriate adjustments, to monitor and manage sickness absence. We need to process this information to exercise rights and perform obligations in connection with your studies with us.

### 7.2 **Do we need your consent?**

We do not need your consent if we use certain categories of your personal information in accordance with our written policy to carry out our legal obligations. In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

## 8 Information about criminal convictions

We may only use information relating to criminal convictions and or criminal investigations where the law and/or our Student Code of Conduct allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data retention policy.

We do not envisage that we will hold information about criminal convictions.

We will only collect information about criminal convictions if it is appropriate and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the application process or we may be notified of such information directly by you in the course of you working for us.

We are allowed to use your personal information in this way to carry out our obligations. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

## 9 Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances without receiving your express written consent:

- where it is necessary to perform the contract with you;
- proceeding with our legitimate interests unless such is contrary to your fundamental interests;
- take action at your request with a view to concluding a contract; and
- to protect your vital interests.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

## 10 Data sharing

We may have to share your data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the Kingdom of Bahrain.

If we do, you can expect a similar degree of protection in respect of your personal information.

### 10.1 Why might you share my personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary to administer the relationship with you or where we have another legitimate interest in doing so.

### 10.2 Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents) and other entities within our group. The following activities may be carried out by third-party service providers: administration and IT services.

### 10.3 **How secure is my information with third-party service providers?**

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### 10.4 **What about other third parties?**

We may share your personal information with other third parties. In this situation we will, so far as possible, share anonymised data with the other parties. We may also need to share your personal information with a regulator or to otherwise comply with the law.

### 10.5 **Transferring information outside the Kingdom of Bahrain**

We may transfer the personal information we collect about you outside of the Kingdom of Bahrain in order to perform our contract with you. We anticipate the Data Protection Authority will issue a list of countries in which personal information may be transferred with an adequate level of protection.

If your personal information is to be transferred to countries not on the list, we will put in place appropriate measures to ensure that your personal information is treated by those third parties in a way that is consistent with and which respects the PDPL.

## 11 **Data security**

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## 12 **Data retention**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available upon request. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a student with us we will retain and securely destroy your personal information in accordance with our data retention policy.

## 13 Rights of access, correction, erasure, and restriction

### 13.1 Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your period of study with us.

### 13.2 Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **request access** to your personal information (commonly known as a "**data subject request**"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it;
- **request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected;
- **request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below);
- **object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes;
- **request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it; and
- **object to processing** of your personal information where such processing results in damage, whether material, moral and unjustified, to you or to others or where there are reasonable grounds to believe that such damage could result from such processing.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact [POSITION] in writing.

### 13.3 No fee required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights).

### 13.4 What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

## 14 Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact [POSITION]. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

15      **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.