

University of St Andrews - School of Medicine Handbook
DATA INFORMATION FOR STUDENTS AND APPLICANTS

1. The [University Data Protection Policy](#) explains that in complying with [GDPR](#) and as part of the contract between the student and the University various data types will be recorded, used, stored and transferred. The School uses data in novel and expansive ways in order to deliver the School's unique curriculum. Applicants should be aware of the School's data processing methods in order that they are fully aware of the use of personal data that completion of the BSc (Hons) requires. The University [statement on processing of personal information](#) for medical students explains the rationale. On arrival students will be required to sign the School of Medicine Agreement relating to expected behaviour.
2. Applicants in the 2017/18 cycle should note that the General Data Protection Regulation (GDPR) (UK) comes into force on 25 May 2018 and this policy will be revisited at the same time.
3. The full [data policy](#) is in the School handbook however students and potential applicants should be aware of the key elements:
 - a. **Student identifying data.** The School will hold names, addresses, email addresses and mobile telephone numbers for the purpose of communicating with students.
 - b. **Student performance data.** The School will hold exam marks, class ranking, attendance records, formal progress or Fitness to Practise findings and will share these with the partner medical schools, the GMC and the MSC. Partner schools will share MBChB performance data with the University of St Andrews. This allows audit and internal research relating to all aspects of student performance. Students may be contacted by the University of St Andrews for Quality Assurance purposes. Student UCAT performance data will be shared with UCAT for research purposes into fairness and accuracy of the test. Data passed to partner schools, along with Tol forms, may be further shared with those institution's clinical providers.
 - c. **Admissions and choice data.** The School will hold 'route' choice data and analyse admissions data¹ in relation to quality assurance.
 - d. **Attendance data.** The university must report the continued presence of students on visas to the UKBA. The school does this by monitoring and retransmitting some limited attendance data.
 - e. **Video / audio files.** The School will capture video/audio files of students for teaching, self-review and assessment purposes. These media files are stored securely and are accessed via MedVu. Students can only access videos in which they have featured or have been shared with them. Students should not attempt to download or distributed these videos in any format. Students must not view these files in a place where they are visible to people other than medical students and staff.
 - f. **Teaching Material.** Medical students are exposed to teaching material that relates to real patients and may be explicit, ie images of body parts, medical conditions etc. Lecture notes and slides may stem from clinical research or be confidential. To preserve the reputation of the medical profession such material should not be viewed in a public place.

¹ UCAT scores, school grades, previous degree scores, interview scores etc

- g. **Quality Assurance material.** The school will liaise with partner medical schools in order to conduct quality assurance of the St Andrews degree programme.
- h. **Written assessment material.** Written answers, MCQ scripts and transcripts will be held for the production of results. The results will be used to generate degree scores.
- i. **Occupational health information.** This will be held by the Occupational Health service. Students will be required to give consent for that data to be shared with this, or their future medical school.
- j. **Student Support data.** If necessary, the University student support team will pass information to the School Pro Deans that will ensure continuity of support. Students will then be invited to pass this on to their partner medical schools at graduation.
- k. **Professionalism, welfare and Fitness to Practice.** Student support, health, welfare and FtP notes will be shared between the Student Support leads, Professionalism and Welfare Committee and FtP committee in the event that a student is invited to the P&WC or FtP process starts.