

Procedure note to policy G06 for UK student data

Reporting Student Data to HESA

Every year, SAE Institute in the UK will provide student data to the Higher Education Statistics Agency (HESA). All Higher Education providers in the UK must do this as a condition of course designation for student finance. HESA uses the data to publish statistics about students in higher education, including for equal opportunities monitoring.

This data will include personally sensitive information if students have made this information available. The data will not include contact details or addresses, although it will include postcodes for demographic monitoring purposes. HESA may link information we have provided to other related datasets such as UCAS, the National Student Survey (NSS), Individual Learner Record and Student Loan Company data. HESA may also share information with other organisations for research into education and its outcomes. For more information about HESA and the data they collect, please see their website:
<http://www.hesa.ac.uk/content/view/141/171/#Student>

Student and Leaver Surveys

SAE Institute may from time to time survey students and ex-students to provide better statistical information for prospective students, to inform Government policy, and to aid with our own planning. Student contact details may be passed to contractors to carry out the [National Student Survey \(NSS\)](#) and surveys of student finances. These contractors will use the contact details only for that purpose, and will then delete them.

About six months after graduation, we will contact students to ask them to fill in the HESA 'Destinations of Leavers from HE' questionnaire. Students may also be contacted as part of an audit to check that we have undertaken this survey properly. We will not give student contact details to HESA.

Students may be included in longitudinal surveys of leavers in the years after graduation. If so, we will pass contact details to the organisation that has been contracted to carry out that survey. That organisation will use student contact details only for that purpose, and will then delete them.

Any students who do not want to take part in any of these surveys should contact SAE.

Version Control

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