

# ICCA Use of Personal Information

<b>Purposes</b>	<b>Type of students this affects</b>	<b>Legal basis</b>	<b>External recipients</b>
<p><b>Academic Partner</b></p> <p>The ICCA will share your data with our academic partner for course validation and development purposes, and so that you may be awarded a Postgraduate Diploma by that institution. The data that will be shared may be at a collated statistical level, anonymised, or with you identified as appropriate for the purpose for which it is shared.</p>	<p>All students</p>	<p>To comply with legal obligations</p>	<p>Our academic partner</p>
<p><b>HESA student record and Graduate Outcomes survey</b></p> <p>Our academic partner is required by law to send information about students to the Higher Education Statistics Agency (HESA), where it forms part of the student's HESA record and is used for statistical analysis. We will send your data to our academic partner who will process it further.</p>	<p>All students (HESA record)</p> <p>Graduates (Graduate Outcomes survey)</p>	<p>To comply with legal obligations</p>	<p>Our academic partner and Higher Education Statistics Agency (HESA)</p>

<p>Data may also be passed by HESA to various government departments and agencies to enable them to carry out their statutory functions.</p> <p>About six months after you graduate, our academic partner will contact you as part of HESA's Graduate Outcomes survey, designed to gather data about your career and other activities at the time, and the relevance of the course which you took. We will send your data to our academic partner who will process it further. Data gathered in the Graduate Outcomes survey is passed to HESA, and those surveyed may be contacted by HESA or its contractors in subsequent years for follow-up surveys. See HESA's student collection notice for further details.</p>			
<p><b>Immigration compliance</b></p> <p>The ICCA must share certain information about international students with UK Visas and Immigration (UKVI) to comply with immigration requirements.</p>	<p>International students from outside the EEA or Switzerland</p>	<p>To comply with legal obligations</p>	<p>UK Visas and Immigration (UKVI)</p>
<p><b>Attendance, progress – well-being</b></p>	<p>All students</p>	<p>In pursuance of our legitimate interests</p>	<p>N/A</p>

<p>The ICCA will collect and monitor data about students' engagement and attendance during their studies. The purpose of this will be twofold. Firstly, so that the ICCA may identify and intervene in cases where there may be concerns regarding a student's wellbeing. Secondly, so that the ICCA can ensure any minimum attendance requirement imposed by the Bar Standards Board is met for all its students.</p>			
<p><b>Filming</b></p> <p>To support the educational objectives of the ICCA, and to assist with resolving appeals and complaints, the ICCA may record individuals taking part in admissions selection days, and while completing advocacy sessions or attending lectures (etc) while a student of the course.</p> <p>Students wishing to opt-out of recordings should notify the ICCA as far as possible in advance, who will attempt to find a suitable solution.</p>	<p>All students</p>	<p>In pursuance of our legitimate interests</p>	<p>Data is hosted by a third-party IT provider, currently Plant eStream.</p>
<p><b>Produce references &amp; letters of status as required</b></p>	<p>All students</p>	<p>To comply with legal obligations</p>	<p>Third party</p>

<p>The ICCA will use your data to complete academic references, confirm course outcomes and individuals' student status to third parties at the students' request; or when required to do for regulatory or statutory reasons, or to assist with an investigation by law enforcement agencies.</p>			
<p><b>Reporting or sharing information about misconduct to Inns / ICC</b></p> <p>The ICCA is required to collect and report information about instances of suspected student misconduct to a student's Inn of Court. It may also be required to share information with Bar Standards Board to assist with any investigation(s) they may be undertaking.</p>	<p>All students</p>	<p>To comply with legal obligations</p>	<p>Inns and ICC</p>
<p><b>Learning analytics</b></p> <p>The ICCA will contact students who have disclosed a disability to inform them of the support available and how they can access it. Any personal data collected will be stored electronically within a confidential records system. Records are destroyed at completion of study +7 years.</p>	<p>All students</p>	<p>In pursuance of our legitimate interests</p>	<p>N/A</p>

<p><b>Disability support</b></p> <p>The ICCA will contact students who have disclosed a disability to inform them of the support available and how they can access it. Any personal data collected will be stored electronically within a confidential records system. Records are destroyed at completion of study +7 years.</p>	<p>Students who have disclosed a disability</p>	<p>To comply with legal obligations</p>	<p>N/A</p>
<p><b>Student &amp; Alumni Surveys</b></p> <p>ICCA will regularly survey its students and alumni, to gather their views on the quality of the teaching, assessment and support which they have experienced. Findings will be presented to academics and staff in a way that prevents individual respondents from being identified, and comments are checked to preserve anonymity.</p>	<p>Final year taught postgraduates</p>	<p>In pursuance of our legitimate interests</p>	<p>N/A</p>