

[REDACTED]

19 August 2019

Dear [REDACTED]

Freedom of Information Act 2000– Information request (ref: FOI_19-223)

We have now considered your request of 17 July 2019, and 15 August 2019 for information relating to the monitoring of student attendance.

Our response is on page 2-4 of this letter, together with a copy of your request, and supercedes our previous response of 14 August 2019.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 40 working days of the date of this letter. In line with section 5.3 of the UK Government's Freedom of Information Act Code of Practice, we are not obliged to accept internal reviews after this date.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Kirsty McDonald
Information Compliance Assistant
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_19-223)

Under FOI law, please provide me with the following information about the monitoring and recording of student attendance at your university.

1. Does the university use any electronic systems or products – including but not limited to software, apps, online databases, swipe cards and registers – to monitor and/or record student attendance and/or course engagement?

For your reference, examples of such systems/products include SEAts, myday and campusM.

<https://www.exlibrisgroup.com/products/campusm-mobile-campus-app-platform/>

<https://www.seatssoftware.com/>

<https://www.collabco.co.uk/>

Yes.

2. If the university does use such products/systems, please specify:

2.1 What is the name of this electronic product/system?

2.2. If the electronic product or system was developed by an outside or affiliated company/organisation, what is the name of that company or organisation?

Our student information system is SITS. This system was developed by TribalGroup, an outside company. The University's Medical School uses a separate system, called Medabsence, which was developed internally.

3. When did the university first begin to use this electronic system/product?

Student absences were first recorded on SITS in 2009. Medabsence was first used in 2014.

4.1 Does this electronic product or system track the location of students on campus?

No.

4.2 Does this electronic product or system track the location of students off campus?

No.

4.3 If this electronic product or system does either of the above (see 4.1 & 4.2) can students turn this location tracking function off themselves?

Not applicable.

5.1 Does this electronic product or system monitor and/or record the attendance of Tier 4 students? (See: <https://www.gov.uk/tier-4-general-visa>)

Yes.

5.2 If so, is the product or system used to record any different and/or additional information on the attendance of Tier 4 students than that which is recorded about home (UK/EU) students?

No.

5.3 Is information about Tier 4 students gathered by this product or system shared with staff responsible for ensuring the university's compliance with Home Office/UKVI guidelines on immigration and visa status?

Yes, they are given sufficient access to enable them to ensure that the University remains compliant with its duties and responsibilities as a Tier 4 sponsor.

6.1 Has the university conducted or commissioned an equality impact assessment on the electronic product or system used to monitor student attendance and/or course engagement?

No.

6.2 Has the university conducted or commissioned an assessment of the electronic product's/system's compliance with the university's public sector equality duties?

No.

6.3 If the university has conducted or commissioned either of the above (see 5.1 & 5.2) assessments on the electronic product/system, did this explicitly consider the impact on race equality?

Not applicable.

6.3 If the university has conducted or commissioned either of the above (see 5.1 & 5.2) assessments on the electronic product/system, did this explicitly consider the impact on race equality?

Not applicable.

7.1 Has the university conducted or commissioned a data protection impact assessment on the electronic product or system to monitor student attendance and/or course engagement?

See here for more info: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-impact-assessments/>

No.

7.3 Is any of the information gathered by the product or system shared with the developer?

No.

7.4 Is any of the information gathered by the product or system shared with a third party?

The University do not routinely share any of the information with third parties, however, legally the UKVI could ask us to provide data relating to student attendance, in which case yes information would be shared.

7.5 Please provide a copy of or weblink to the terms and conditions of the product or system, i.e. the information provided to students. If this is covered by a wider data protection/usage agreement with students, please provide a copy of that or a weblink to it.

Terms and conditions relating to the system can be found here:

<https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+Conditions+of+Computer+Use.pdf>

A copy of our privacy notice for students can be found here:

<https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies/data-protection/students>