



**Bournemouth
University**

Updated October 2023

Privacy notice for JISC Learning Analytics Services

This privacy notice concerns how Bournemouth University processes the personal information of users in JISC Learning Analytics (Data Explorer, Study Goal and Checkin). This notice will be updated should the university's activity change.

What information are we collecting and how?

We will be collecting information about physical engagement (attendance), virtual engagement (Brightspace), and academic performance (marks).

Learning analytics uses specialised software to pull together existing student data from multiple university systems into one central dashboard. By having student data on one central dashboard, staff are provided with further insights into student progress and engagement with educational activities across units and programmes. For further information on what information is collected and from where please refer to the 'transfer of data' table below.

As the project develops it will also collect information from a range of systems that capture different forms of student engagement. From the start this will include a system designed to monitor attendance in classes. In later phases of the project, it may include collecting data relating to the usage of key BU services, such as the library.

Why are we collecting this information?

We are collecting and using this information to better understand and support the academic performance and progression of our students. This is necessary for performance of BU's core public task, i.e. delivery of higher education

How will we use it?

- To inform and improve the academic experience for individual students
- To provide staff with further insight to support individual students with their academic work and engagement with their studies.
- To gain further insights into student learning patterns and preferences and better understand our students' academic performance and progression, in relation to particular student cohorts and students across BU.
- To inform the future use of learning analytics through student and staff feedback on the use of the system and the processes associated with it.

The BU Learning Analytics Code of Practice will provide further details on our approach to learning analytics at Bournemouth University.

Who will have access to the information?

Student information on the JISC Learning Analytics platform is available to staff who have a specific role in the delivery of teaching and the support of any given student. For example, the

data of an individual student will be available to the following staff, in relation to that student. These are as follows:

- Their Personal Tutor
- Their Unit Leaders and Teaching Team staff
- Their Level Coordinator
- Their Programme Leader
- Their Programme Support Team
- Their Head and Deputy Heads of Department
- Their Faculty Executive Dean and Deputy and Associate Deans.
- Other relevant Student Services

Further staff with a responsibility to support and maintain Bournemouth University systems and information will also have access to all information on the platform.

These include:

- TEL Innovation and Development Team
 - Planning, Risk, Intel, Management Information and Enhancement (PRIME) team
 - BU IT-Services
- JISC Learning Analytics support staff

How do we store and look after the information/data?

Student learning analytics data and the data collected from other BU systems connected to the use of learning analytics will be held in the Learning Analytics platform. The Learning Analytics system is provided by an external supplier, JISC, and is cloud hosted. JISC is a trusted partner of Higher Education institutions. BU's arrangements with JISC include provision for data security.

Data is stored securely with managed access and user authentication via our institutional Single-Sign-On (SSO). *Student learning analytics data within the Learning Analytics system is retained until their programme finishes (i.e., completion or withdraw). It will only be used as described above for the duration of a student's current programme.* Attendance data will be utilised for engagement and reporting purposes. Where core content needs to be kept, (e.g., for statistical and trends analysis) but personal identifier data does not, the information will be exported and depersonalised (anonymised) so individuals cannot be identified. This information will be retained in an anonymised format on BU systems until it has fulfilled its purpose. Further information on statistics analysis and reporting can be found in the [BU Student Privacy notice](#).

Transfer of data

The data to be transferred during Learning Analytics is:

| Data | Source system | What information are we collecting/using | Why are we collecting/using this information? | How will we use it? |
|------------------------|---------------|--|--|---|
| Student information | SITS | Student Id BU username Preferred or first name Last name | To allow engagement data to be reviewed per student. | Combined with activity and engagement data this is used to monitor individual student engagement and provide support where necessary to ensure student success. |
| Unit enrolments | SITS | Units that each student is studying for each year of their programme. | To allow engagement data to be reviewed per student by specific units. To manage access for relevant unit teaching staff. | Combined with activity and engagement data this is used to monitor student engagement at unit level and provide support where necessary to ensure student success. |
| Programme enrolments | SITS | The programme that students are enrolled on and the date they joined. | To allow engagement data to be reviewed per student for specific programmes. To manage access for relevant Programme leads. | Combined with activity and engagement data this is used to monitor student engagement at programme level and provide support where necessary to ensure student success. |
| Assessment information | SITS | Information for the assessments that are required for students to complete for each unit (i.e., Coursework 1, Coursework 2), due date, submission dates, marks, grades, retakes. | To allow engagement data to be reviewed per student for specific assessments. | Combined with activity and engagement data this is used to monitor individual student progress and provide support where necessary to ensure student success. |
| Scheduling information | CMIS | Timetable schedules per student and unit | To enable attendance records to be created for timetabled teaching sessions. | Combined with activity and engagement data this is used to monitor student's physical engagement and provide support where necessary to ensure student success. |
| Personal tutor | Brightspace | Record of Personal Tutor | To enable the Personal | To provide Personal |

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|----------------------|-------------|--|---|--|
| allocations | | allocated for every student. | Tutors to review engagement data for their allocated students. To manage Personal Tutor access to student data. | Tutors with an insight to the engagement and progress of their allocated students. This informs the support and guidance they can provide for individual students. |
| Activity data | Brightspace | Timestamped logins, quiz completion, discussion board posts, content views. | To provide an insight to engagement through VLE activity. | To monitor individual student engagement and provide support where necessary to ensure student success. |
| Assessment data | Brightspace | Assignment submission dates, due dates and marks awarded. | To provide an insight to engagement through VLE assessment activity. | To monitor student progress and provide support where necessary to ensure student success. |
| Attendance registers | JISC LA | Attendance registers are created for each session where attendance is captured. Registers record whether a student attended or did not attend the session. | To identify students that are not attending taught sessions. Specific programmes have a mandatory requirement to capture attendance. | To provide support where non-attendance is considered to have an impact on unit/programme success. It will help provide an overview and understanding of a student's engagement with their studies For programmes that have a mandatory requirement to capture attendance, this is required to be evidenced for programme completion. Often a requirement of external validating or funding bodies. |
| Activity summaries | JISC LA | An aggregation of physical engagement (attendance), virtual engagement (Brightspace), and academic performance (marks) in a series of charts. | To provide an insight to a student's academic staff on how their students are engaging with their study. | To provide support where nonengagement is considered to have an impact on a student's unit/programme success. |
| Engagement | JISC LA | An aggregation of | To provide an insight | To provide support |

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| status | | physical engagement, virtual engagement, and academic performance in a series of red, amber, green and grey status measures. | to a student's academic staff on how their students are engaging with their study. | where nonengagement is considered to have or be having an impact a student's unit/programme success. |
|--------|--|--|--|--|

Special categories/sensitive personal data

No sensitive personal data is required for Learning Analytics

Data Controller & Processor

The data controller for your personal information is Bournemouth University. The University's data processor is JISC SERVICES LTD. Our contract is for the use of JISC LEARNING ANALYTICS SERVICES. JISC's service provider is AMAZON WEB SERVICES, based in Dublin.

We enter into agreements with IT service providers such as JISC, so we have appropriate assurances in place regarding the functionality and security of their systems, to ensure your data is processed in compliance with UK data protection laws.

Enquiries

If you have questions about this use of your data, please contact:

FLIE@bournemouth.ac.uk

You can also contact our Data Protection Officer with any concerns:

dpo@bournemouth.ac.uk or 01202 962472