Privacy notice for JISC Learning Analytics Services

Updated on 4 August 2022

This privacy notice concerns how Bournemouth University processes the personal information of users in JISC Learning Analytics (Data Explorer, Study Goal and Checkin) during a pilot project from September 2022. 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 legitimate interests pursued by BU: i.e. providing support and additional services to students as part of their higher education experience.

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
- 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 Leads and Teaching Team staff
- Their Programme Leader
- Their Programme Support Team and Faculty Retention Co-ordinator
- Their Department Head and Deputy Heads
- Their Faculty Dean and Deputy Deans.

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. W*here 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 int he [BU Student Privacy notice](#).

Transfer of data

The data to be transferred during the pilot project is:

Data	Source system	What information are we collecting/using for the LA pilot?	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 allocations	Brightspace	Record of Personal Tutor allocated for every student.	To enable the Personal Tutors to review engagement data for their allocated students. To manage Personal Tutor access to student data.	To provide Personal 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 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 non-engagement is considered to have or be having an impact a student's unit/programme success.
Engagement status	JISC LA	An aggregation of physical engagement, virtual engagement, and academic performance in a series of red, amber, green and grey status measures.	To provide an insight to a student's academic staff on how their students are engaging with their study.	To provide support where non-engagement 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 during the pilot project

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:
laproject@bournemouth.ac.uk

You can also contact our Data Protection Officer with any concerns:
dpo@bournemouth.ac.uk or 01202 962472