Chapter 14

University employment of its Students: security aspects

1 Introduction

1.1 The University is increasingly employing its own Students in a wide variety of areas. This development is to be encouraged. However, Students should be aware that there are security implications which may limit the availability of certain types of employment. The principles set out below describe these limitations and are intended to protect DMU Students in employment with the University.

2 Principles

2.1 All Students employed in University departments will undertake DMU Staff induction training, and any additional training required by the role that pertains to processing of data. This includes:

- personal data concerning individuals, whether Staff, applicants or Students of the University;
- data of commercial sensitivity to the University.

2.2 Students employed in University departments will be trained in the appropriate handling of data as required by the role. No Student should be employed in activities that provide access to sensitive personal data. These include, but are not limited to:

- examination administration.
- registration and Student records.
- admissions records administration.
- issuing results notifications.
- Invoicing.
- cashiers' activities.
- debt chasing.
- student immigration status.
- data concerning health.

3 Employing department's responsibility

3.1 It is the responsibility of the employing department to assess the level of risk involved in employing Students in their area. Some data is less sensitive than others. For example, it may be appropriate, under controlled circumstances, for a Student to have access to names, addresses and final results of current or former Students; but it would not be appropriate for Students to have access to the grades of other Students, nor to have rights of amending any data.

3.2 Where Students are employed in areas of the University where there is potentially indirect access to sensitive information the employing department must adopt procedures and measures which minimise risk. For example, adoption of a clear desk policy with confidential information kept locked.

3.3 If a potential employer of Students is in any doubt they should check the matter with the appropriate data owner and with the Executive Director of People Services. These have the right of veto. Data owners are:

- Student data -   **Academic Registrar**
- Finance data -   **Director of Finance**
- Personnel data -   **Executive Director of People Services**

3.4 A potential employer should note that a Student registered on a full-time De Montfort University programme should not undertake paid employment in excess of 15 hours per week, during term time, as this cannot be consistent with the health and wellbeing of the Student or with satisfactory completion of their programme; see Chapter 1 Entry, registration and Student status.

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