

# The PDS and the use of Personal Data

## Data Protection Overview

Under the Data Protection Act 1998 personal data is defined as 'data which relates to a living individual who can be identified from that data or from that data and other information which is in the possession of... the data controller'.

In order for your institution to make use of the service it will be necessary for personal data relating to you to be transferred to countries not governed by EU Data Protection legislation. However, it should be noted that *iParadigms*, the company processing your data are bound by terms of contract to at all times abide by the Data Protection Act 1998. Each institution, signing up to use the service, will act as Data Controller for the personal data submitted.

## Use of Personal Data

### Students/Authors

In order for this service to work you will be required to submit your assignments to the service where they will be stored together with your name, email address, course details and institution. You may also opt to enter your address and phone number but this is *not* compulsory. Once your material has been uploaded it will be stored electronically in a database and compared against work submitted from this or any other department(s) within this institution or from other UK institutions using the service.

Your instructor will receive an Originality Report from the service. In most cases this feedback will be used by the instructor to instruct you about the process of citation and the importance of maintaining academic standards. In some cases, dependent on extent, level and context, the institution *may* decide to undertake further investigation which could ultimately lead to disciplinary actions, should instances of plagiarism be detected. Such decisions are entirely at the discretion of your institution.

### Instructors

For *Instructors* the personal data you will be expected to submit to the service will include your name, email address, course details and institution. All of the above will be linked to the content submitted by your students and may be used by fellow academics

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within other UK institutions to contact you in the event of a suspected case of plagiarism. In this circumstance your contact details will be disclosed to academic staff within the other institution(s) from where matching content has been submitted.

### **Administrators**

In addition to the above it will be necessary to submit supplementary contact information in the form of your work postal address, fax and telephone number to register you as a qualified account administrator and to enable you to receive appropriate documentation and updates from the service.

### **Rights of the Data Subject**

As the Data Subject you have the right to see what personal information is held about you in relation to the service. The service will seek to retain content submitted to it and associated personal data until the termination of this service or its successor, thus helping to accumulate as large a corpus of knowledge as possible against which to compare submitted content.

Under Section 10 of the Data Protection Act you also have the right of objection to your personal data being processed in this way. However, it should be noted that this right is limited to processing which you feel is likely to cause substantial and unwarranted damage or distress to you or another and is not, therefore, a general right to withdraw your data.

Should you feel that the processing of your personal data in relation to the operation of the PDS (Turnitin® UK) is likely to cause damage or distress to you or another of a substantial or unwarranted nature you should in the first instance contact either your institution's System Administrator or Data Protection Officer.

*Students please note:* Your instructor can submit your work to the service without the use of personal data should you decide to exercise this right. The right to objection relates to the storage of your personal data and does not extend as a right to object to your tutor making use of technology aimed at improving academic standards when assessing your work.

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### **Copyright**

iParadigms has no interest in acquiring the intellectual property rights for the content submitted. The copyright for such content will continue to reside with either the author or the institution; whichever is currently the case.

The service will help to protect the work from future plagiarism and thereby help maintain the integrity of any qualifications you award.