

Data Protection Statement for Applicants and Enquirers

May 2018

This document will be put into corporate format but, in the interim, please see the updated un-formatted version supplied in the following pages.

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Data Protection Statement for Applicants and Enquirers May 2018		
Document author and department		Responsible person and department
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The latest version of this document is always to be found at:
<http://policies.docstore.port.ac.uk/policy-216.pdf>

Data Protection Statement for Enquirers and Applicants to the University

Summary

What is this Statement about?

This Statement explains to enquirers and applicants to the courses offered by the University how the personal data, which may include special category data, collected from, and about, them may be used, including some examples of how such data is processed.

Who is the Statement for?

The statement will be of primary interest to applicants to courses offered by the University, anyone enquiring about courses or experiences at the University, and will be of general interest to careers advisers and the wider public.

How does the University check this Statement is read?

Applicants to courses offered by the University are given information about the use(s) that will be made of their personal data when they provide their data to UCAS (if applying through that organisation, directly to the University or through a university representative, and a reference to the University's data protection policy is included in the Admissions Policy. International students who apply through agents are provided with information on how their personal data will be processed, by the agent.

Occasional queries about personal data from applicants suggest that this Statement is known about and read.

Who can you contact if you have any queries about this Statement?

All enquirers may contact the University's Data Protection Officer, Samantha Hill, on 023 9284 3642 or Samantha.hill@port.ac.uk.

Who is Processing your personal, and special category, data

The University of Portsmouth processes your personal data, in order to keep in contact with you when you express an interest in attending an event / Open Day at the University, when you make an enquiry or order something from us, and to administer your application to study at the University. If you have any queries about how the University processes your data then the following contact information may be useful. The University's correspondence address is:

The University of Portsmouth
Winston Churchill Avenue
Portsmouth
PO1 2UP

Main Switchboard : 023 9284 8484

The University's Data Protection Officer is:

Samantha Hill – Information Governance Manager

Email: Samantha.Hill@port.ac.uk

Direct telephone number: 023 9284 3642

What we use the data for

The University of Portsmouth processes your personal data, and potentially your special category data if required, for a variety of purposes, involving all aspects of the administration of your application and for the purpose of equal opportunities monitoring.

If you express an interest in attending an event or Open Day at the University, or receiving a prospectus, we will use your contact details to provide you with information (either by email or telephone or SMS) about those events or to provide the information requested, and to keep in contact with you about other opportunities at the University. We analyse all interactive behaviour with our website, emails and advertisements to deliver relevant online advertisements about the University to you at a later date. We will also use your contact details to contact you to gather feedback and comments in your views on our service.

If you apply to study at the University we will use your contact details to keep in touch about your application, provide you with information about University residential accommodation, tuition fees and other issues which may be of interest to you.

If you are unsuccessful in your application or choose not to study with us, we will keep your data for audit and statistical purposes, and in case of queries.

We will use anonymised data (you will not be able to be identified by the data) for such purposes as to monitor use of our website, to monitor attendance at events and equality monitoring.

Our legal basis for processing your data

The University's legal basis for processing your personal data in relation to *enquiries* about the University or attending an Open Day is that the processing is in the University's legitimate interests to keep in contact with you to provide information about the opportunities we can provide and in your own legitimate interests to help inform your decisions on studying at university. When you make an enquiry to the University we will respond to your enquiry and also ask whether you wish to receive further communications from the University that may help you in your decision to attend University. You will always be given the option to opt out from receiving / unsubscribe from any further communications.

We also believe that it is within the University's legitimate interests to share some data about attendees at University events with the Higher Education Access Tracker to monitor conversions from enquiries to university attendance.

The University's legal basis for processing your personal, and possibly special category, data in relation to *applications to study at the University* is that the processing is necessary for the performance of a task carried out in the exercise of official authority vested in the University. If we collect any special category data from you, we will ask for your explicit consent to providing this data.

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Who will have access to your data?

Only those staff within the University who deal with enquiries and events will have access to the data you provide when requesting information from the University or booking onto Open Days. Therefore, staff within the Marketing and Global departments, the University's Admissions Centre and potentially within the academic area you wish to study in, so that appropriate information is made available to you.

The personal data provided in your application, including your personal statement and references, will be seen by staff within the University's Central Admissions department and where a particular course requires further consideration, by subject or professional requirement specialists within academic departments.

If you declare any health data we may share this with the Additional Support and Disability Advice Centre to ensure any needs you may have can be accommodated on the course you wish to study, and with the Student Housing team, if you wish to live in Halls.

Who will receive your data?

We will share your name and email address with our third party advertising agency to provide relevant advertising to you, as well as with our mailing house to send out any requested information e.g. the prospectus.

We also provide details of attendees at University events to HEAT for inclusion in the Higher Education Access Tracker. Further information on how HEAT uses your data can be found at <http://heat.ac.uk/what-is-heat/>.

If you apply for accommodation in halls we will, where appropriate, share your application details with Unite Students, the private company that owns and runs Trafalgar, Margaret Rule, James Watson and Greetham Street Halls, or The Student Housing Company, that owns and runs Catherine House, for accommodation allocation and management of the accommodation agreement.

If you identify yourself on your application as a care leaver, we will also share your data with the University's Student Finance Centre, from which you will be sent information about bursaries for which you may be eligible.

If you are an international applicant, we may be required to share certain data with the UKVI in order to issue you a Confirmation of Acceptance for Studies (CAS) document.

Will your data be sent or stored abroad?

Although the University uses Google Apps for Education, the servers for this data are EU based. We may use Eventbrite facilities for booking onto events, but information stored on Eventbrite servers is covered by the EU- US Privacy Shield arrangement.

How long will your data be stored?

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Enquiry data will be held for one year after the end of the academic year in which you have stated your plan to start university.

The personal data of applicants who go on to enrol at the University will be held for six years after graduation or withdrawal from the University.

If you are not successful in being offered a place at the University, or do not take up an offer, your personal data will be held for one year after the end of the academic year in which you were applying to study at the University.

Your rights

You are entitled to request a copy of the data we hold about you (a Subject Access Request), and to raise an objection to the processing of data, where the processing of data we hold about you is likely to cause you damage or distress, and to request either the rectification of any incorrect data, the restriction of any further processing of your data or, in the case of enquiries, the erasure of your data (right to be forgotten).

If you require any further information on, or wish to object to, any of the uses to which we put your data, you should contact Samantha Hill, the University's Data Protection Officer on 023 9284 3642 or Samantha.hill@port.ac.uk.

Finally, you have the right to complain about the processing of your data to the UK regulator, the Information Commissioner's Office. For more information about this body and how to make a complaint, please see www.ico.org.uk.