

Data Protection Privacy Notice: Applicants and Potential Applicants to Study at the University v1.2

Introduction

The University of Strathclyde is committed to transparency and to complying with its responsibilities under data protection legislation. This privacy notice sets out important information regarding how we will use your information and your rights under the legislation.

The Legislation

The University is subject to data protection legislation which requires it to be transparent as to how it processes personal data. This notice is intended to meet those transparency requirements and to ensure that all applicants and potential applicants understand how their data will be used.

Who will process my personal information?

Under data protection legislation the University is the 'data controller'. This means that the University is responsible for how it uses and processes your personal data and for complying with requests from you in relation to your personal data, where appropriate under the legislation.

How we use your information

We have set out below: how and why we will use your information; where we obtain your data; how we will use your information and who it is shared with.

For each type of processing we are required to identify our 'lawful basis for processing'. This is set out in Appendix 1. The different lawful bases available are set out on our website www.strath.ac.uk/dataprotection for both personal and special categories of personal data.

Please note, that this notice covers central University processes. If you engage with the University for other purposes, you may be provided with a more detailed privacy notice in relation to that process/service. This is to increase transparency and to ensure you understand how your information will be used. Any additional privacy notices supplement this central notice.

Your Rights

You have the right to:

- Find out what personal data we process about you and obtain a copy of the data, free of charge within one month of your request. We may make a charge for additional copies of the same information;
- Ask us to correct inaccurate or incomplete data.
- Withdraw consent to process your personal data at any time, if you were asked for and provided consent (and where no other lawful basis for processing applies).

If you think we are acting unfairly or unlawfully you can:

- Object to the way we are using your data;
- Complain to the [UK Information Commissioner's Office](http://www.ico.org.uk).

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data e.g. if you have raised issues about the accuracy or

use of your personal data, until we have investigated and responded to your concerns;

- Erase your information or tell us to stop using it to make decisions about you;
- Comply with your wishes where you have previously agreed to us processing your data for a particular purpose and have withdrawn your consent to further processing;
- Provide you with a portable electronic copy of data you've given us.

Please contact us if you wish to exercise/enquire about any of these rights.

Status of this document

This document has been reviewed and approved by Veena O'Halloran, University Secretary and Compliance Officer. It will be reviewed annually.

Contact Details

Data Protection Officer
University of Strathclyde
Information Governance Unit
16 Richmond Street
Glasgow, G1 1XQ
Email: dataprotection@strath.ac.uk
Phone: 0141 548 3217

More information

To find out more about data protection and your rights please see:

- The Information Commissioner's Office website: <http://www.ico.gov.uk>.
- The University's Data Protection webpages <http://www.strath.ac.uk/dataprotection/>

Potential Applicants

If you are considering applying to the University you may have provided your contact details if you contacted us to ask a question or to request information about the University, our courses, accommodation, funding etc. You may have registered for an event/recruitment fair etc., or provided your details when attending one of these events asking for further information to be sent to you. In these circumstances we will only retain your information for as long as required to: provide you with the information you have requested; to respond to any queries; or to send you relevant information about the University and its courses.

We will only send you electronic marketing information about the University where you have requested this, we have your consent or are otherwise legally able to do so. You can unsubscribe from marketing at any time via the unsubscribe option/method provided in the marketing communication.

If you wish to apply directly to the University, i.e. not via UCAS (undergraduates only) then, depending on the course, you may have to create an account on our online applications system. We will use this personal data to create your account and save your application data. We will send you any relevant system administration information to the contact email address linked to the account.

Your personal data will only be shared with third parties working on behalf of the University, e.g. for potential international applicants we may share contact details we hold with international agents/representatives who are acting in the University's legitimate interests. In some cases, the University engages third party organisations to

hold/process data on its behalf. Whenever we transfer your data we will make sure that appropriate safeguards are in place to protect your information and your rights to privacy.

The University may contact you asking you to complete surveys regarding your choices/decisions.

If you start but do not complete and submit your application this will be retained in our application system for six months from your last activity. If you go on to complete and submit your application we will retain your information as set out in the section below for applicants.

NB data relating to criminal convictions and offences is subject to very strict processing requirements and is only processed when appropriate in accordance with the law.

Applicants

Once you have applied to the University, directly or via UCAS, we will process the information on your application form, any supporting documents requested as part of your admission and additional details provided by any referees and recorded following any interview process. This information will be used to assess your application and make a decision regarding your entry to the University.

If you are an international student applying via an agent your terms of engagement with the agent should set out that the agent will have access to your application and progress information (on your behalf). Your agent will be informed of the progress and status of your application. If you are successful in your application and go on to register with the University confirmation of your registration will be shared with the agent (for administrative purposes). No other personal data will be shared after this point.

During the application process we will send you essential information regarding the application process, e.g. invitations for interview etc. Since you have expressed an interest in attending the University we will also send you information about relevant University services available to you, e.g. in relation to: accommodation; finance; disability and counselling services. You can unsubscribe from marketing at any time via the unsubscribe option/method provided in the marketing communication. The University may contact you asking you to complete surveys regarding your choices/decisions.

Your personal data will only be shared with third parties working on behalf of the University, e.g. for potential international applicants we may share contact details we hold with international agents/representatives who are acting in the University's legitimate interests. In some cases, the University engages third party organisations to hold/process data on its behalf. Whenever we transfer your data we will make sure that appropriate safeguards are in place to protect your information and your rights to privacy.

We will only share data internationally if we have ensured adequate safeguards are in place.

NB data relating to criminal convictions and offences is subject to very strict processing requirements and is only processed when appropriate in accordance with the law.

Appendix 1

Category of processing	Lawful basis for personal data	Lawful basis for special category data (if applicable)
Administrative purposes: administering communications, applications, facilities, fees and paid-for services, campus and facilities management		
Managing and responding to enquiries from prospective students and communicating information about: University services; initiatives; events and activities; application process	Legitimate interests: to provide requested information to an individual Consent	
Account administration/administration support messages to users of online application system	Legitimate interests: supporting potential applicants to use system	
Assessing applications for admission to the University	Public task, contract	Substantial public interest
Providing marketing information regarding courses/promoting the University	Legitimate interests to promote the University Consent	
Disseminating and administering surveys	Legitimate interests: to assess why applicants/potential applicants make decisions regarding future study options	
Criminal conviction declaration	Public interest, contract	Substantial public interest: Prevention or detection of an unlawful act) Safeguarding, i.e. protecting under 18s and “at risk” adults from neglect or physical, mental or emotional harm