Privacy Notice - Applicants and Potential Applicants to Study at the University v2.0

Privacy Notice

This privacy notice explains how the University of Strathclyde will use your personal information and your rights under data protection legislation.

It is important that you read this notice prior to providing your information.

Who we are

The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the data controller).

If you have any questions regarding the handling of your personal data, or your rights, please contact the University's Data Protection Officer at dataprotection@strath.ac.uk.

Information we collect and use about you

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.

We collect information about potential applicants and applicants for one of the purposes set out below in ‘Why we require this information and our lawful basis’. The information we collect will include: biographical information, contact details, information about your education and qualifications, references, information relating to disabilities, visa requirements, course preferences and any other information necessary to meet the purposes and obligations set out below.

Why we require this information and our lawful basis

For both applicants and potential applicants we will process your information in order to:
- respond to enquiries and/or send relevant marketing materials;
- provide information and advice about the University, e.g. course information, studying at the University, accommodation, finance/funding; disability and counselling and other services etc.;
- contact you following an event/recruitment fair etc., where you consented to us contacting you;
- manage your account on the University direct application system, if you apply directly;
- manage the application process and provide relevant information including: arranging interviews; assessing applications; making decisions regarding offer/entry to the University etc.;
- obtain relevant information in relation to identity; education and qualifications; references;
- advise on visa requirements and obtain relevant supporting documentation
- inform any agent representing you, i.e. international recruitment agents, of the progress, status and outcome of your application;
to ask you to complete a survey regarding your choices/decisions;
- for equality monitoring purposes and to provide information/support where necessary, e.g. in relation to disabilities.

Depending on the personal data and the specific purpose we will rely on one of the following lawful bases:
- legitimate interests
- consent
- contract or steps necessary to enter into a contract
- public task
- legal obligations

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.

**Disclosing your information**

Your personal data will only be shared with third parties working with or on behalf of the University, e.g. international agents/representatives. 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 of Strathclyde International Study Centre provides specialist degree preparation for international students studying abroad. Programmes are provided by a third party, Study Group, in collaboration with the University. If you are an international student who is unsuccessful in your application to Strathclyde, we will ask if you wish us to transfer your data to Study Group, for them to contact you with more information. Thereafter you will be provided with relevant privacy information from Study Group.

**Transferring data internationally**

In some cases the University works with international agents/representatives. Whenever we transfer your data we will make sure that appropriate safeguards are in place to protect your information and your rights to privacy.

**How long your information is retained**

**Potential applicants:** we will only retain your personal 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.

If you start but do not complete and submit your application on our direct application system, your data will be retained 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 below for applicants.

**Applicants:** details of how long data is held for both unsuccessful applicants and for those who go on to study at the University, is set out in the Student Retention Schedule.

**Data is required as part of a statutory or contractual requirement or obligation**

Some information is processed under the lawful basis of ‘contract’ as you will be entering into a contract with the University when you accept a place to study and/or for other services, e.g. accommodation.

**Your rights**
Under data protection legislation, you have a number of rights* including the right to:

- withdraw consent, at any time, where that is the lawful basis of our processing;
- access your personal data and obtain a copy, free of charge;
- rectify inaccuracies in personal data that we hold about you;
- erasure, that is have your details removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a portable copy of data you have given to us in a commonly used electronic form; and
- object to certain processing of your personal data by us.

*Please note that the ability to exercise these rights will vary and depend on the lawful basis under which the processing is being carried out.

Please contact dataprotection@strath.ac.uk if you wish to exercise/enquire about any of these rights.

**Complaints**

If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer at dataprotection@strath.ac.uk.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner’s Office (https://ico.org.uk/concerns/).