

Applicant Progression Summer School Privacy Notice

When you submit an application to the University of Bradford's Applicant Progression Summer School you will be providing us with personal data. The University is committed to collecting and processing your personal data in a fair and transparent manner and in line with the General Data Protection Regulation and its own regulations, policies and procedures.

This Privacy Notice outlines how the University will manage your personal data in accordance with the provisions of the General Data Protection Regulation.

The personal data you provide in your application (and any data requested or provided subsequently) will be used to process your application to the University. In addition, if you are admitted to the Summer School, the data collected during the admissions and enrolment process will be used to maintain your student record, manage processes in relation to academic progression, provide personal and academic advice and support and provide access to the Library.

The University also ask you to provide special categories of personal data such as disability data to provide support for students where appropriate. This data will only be shared between staff who have a legitimate need to see it.

Under what legal basis does the processing of my personal data take place?

The General Data Protection Regulation (GDPR) as enshrined into UK law by the Data Protection Act 2018 provides for a number of different legal bases under which processing of personal data may take place. In this case, the following bases apply:

Performance of a contract: as you have applied for an academic programme the University needs to use your data as the first steps towards potentially entering in to a student contract with you, and, if you are admitted as a student, to perform its obligations under that student contract.

Necessary for the purposes of the legitimate interests: we process personal information for certain use of our own legitimate business purposes. We will not process your data for the legitimate interests of any third parties. These interests include some or all of the following:

- where the processing enables us to enhance, modify, personalise or otherwise improve our services / communications for your benefit
- to better understand how people interact with our websites
- to provide communications which we think will be of interest to you (direct marketing)
- to determine the effectiveness of promotional campaigns and advertising.

These legitimate interests do not override your own interests as they are to provide you with the services and information you may need to make the right decision on where you choose to study. However if you would like us to stop using your information in this way please contact the University at data-protection@bradford.ac.uk.



Please bear in mind that if you make a request to us to stop using your information this may affect our ability to carry out tasks above for your benefit.

What categories of personal data are used?

Personal data necessary to process your application, this might normally include but is not limited to:

- personal details, including contact information
- date of birth
- education and employment details
- nationality, country of birth, country of domicile
- passport/visa information
- racial and ethnic origin
- disability status (to provide support where needed)
- parental consent (for under 18 applicants)

Where do we get your personal data from?

Personal data will be provided by you either directly or through a third party such as UCAS or an overseas representative or partner institution.

Who else do we pass this information on to?

Your personal data will only be shared with third parties where necessary. These organisations can include but are not limited to:

- UCAS (for notification of admissions decisions)
- HESA/HEFCE
- Student Finance England/Student Finance Northern Ireland/Student Awards Agency for Scotland/Student Finance Wales (for Student Loan information)
- Overseas representatives
- Partner institutions
- NHS
- Police (if information requested)
- Auditors

Do we transfer the information overseas?

Data will be transferred **from** overseas only where application information has been provided to University staff, overseas representative or partner institutions where we have a progression or articulation agreement in place.

Data will only be transferred overseas to University staff based in the University of Bradford Regional Hub, Dubai to process applications from international students in that region. Information provided to the Regional Hub, Dubai will be subject to the same protection, processes and rights as data held in the UK.

Data stored in our database is transferred and saved on servers based in Canada. Transfers may be made where a third country, a territory or one or more specific sectors in the third country, or an international organisation ensures an adequate level of protection.

Canada has “adequacy” status from the European Commission, which determined in 2001 that Canada’s law under PIPEDA (the Personal Information Protection and



Electronic Documents Act) was strong enough to satisfy that any data transferred from the EU to Canada would be adequately protected.

How long do we keep this information for?

Personal data will be retained for 6 years after the end of the relationship with a student if they enrol on a programme. For those applicants who do not enrol, their personal data will be held for 1 year after the end of the application cycle that they have applied in before being destroyed.

What are your rights as a data subject?

As a person whose personal data we are processing, you have certain rights in respect of that personal data; you have the right:

- To access your personal data that we process;
- To rectify inaccuracies in personal data that we hold about you if it is inaccurate or incomplete;
- To request the deletion or removal of your personal data where there is no compelling reason for its continued processing;
- To restrict the processing of your personal data in certain ways;
- To obtain your personal data for reuse;
- To object certain processing of your personal data;
- To complain to the Information Commissioner's Office about the way in which we process your personal data.

Where can I get more information

For more information please contact the University's Data Protection Officer, data-protection@bradford.ac.uk, University of Bradford, Richmond Road Bradford BD7 1DP

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