

# Privacy Notice - Applicant

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## Introduction

The University is the data controller, which means that we are responsible for deciding how we hold and use personal data about you. We are providing you with this privacy notice as you are applying to study with us. It makes you aware of how and why your personal data will be used, namely for the purposes of the application exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR). Our registration number with the Information Commissioner's Office is Z6801020.

Data refers to the information that we hold about you from which either on its own or in combination with other information you can be identified and may include names, contact details, photographs, identification numbers, online identifiers, biometric information and expressions of opinion about you or indications as to our intentions about you. A list of the data we collect is set out below.

"Processing" means doing anything with your Data, such as collecting, recording or holding the Data as well as disclosing, destroying or using the Data in any way.

This notice may be amended from time to time and you can obtain a current version from the [Admissions Policy website](#).

## Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

## What information does the University collect?

In connection with your application we will collect, store, and use the following categories of personal data about you:

- The data you have provided on your application form, including name, title, address, your and/or your parent, guardian, agent other advisor/support contact details, personal email address, date of birth, gender, name of current institution of study, year and level of study and interests, employment history, academic grades, school performance, care leaver

status and qualifications.

- Any other data you provide to us to support your application, including information in a personal statement, and information provided during any interview with the University that is required;
- Any identification numbers associated with you, either attributable by the University, or third party sources that share Data with us;
- Expressions of opinion, or indications of intentions, which the University may formulate about you in assessing your potential applicant status.
- Records of all contact we have with you.
- Personal statements provided by you as the applicant and references as supplied by others in regards to supporting your application.

## **What if you do not provide your personal data?**

If you fail to provide data when requested, we will not be able to process your application successfully. For example, if you fail to provide us with relevant details and evidence of previous qualifications, we will not be able to take your application further and it will be withdrawn.

## **Why does the University process personal data?**

We need to process your personal data to fulfil our public task in providing educational services to decide whether to offer you a place on one of its programmes of study.

We will use the personal data we collect about you to:

- Assess your skills, qualifications, and suitability for the study programme.
- Carry out reference checks, where applicable.
- Communicate with you about the application process and to share information directly related to your application journey.
- Keep records related to our applicant processes
- Comply with legal or regulatory requirements.
- Conduct market research activities about our services
- Undertake automated and manual data analytics exercises to help make strategic decisions;
- Produce statistical returns such as for HESA and research and statistical analysis and adhere to statutory or other necessary obligations

We may also process your personal data for the purposes of direct marketing relating to life at Southampton where you have given your consent for us to do so.

## **How the University uses your Special Category Data**

We may also collect, store and use the following “special categories” of more sensitive personal data, where this is absolutely necessary to process your application:

- Information about your race or national or ethnic origin, religious, philosophical or moral

- beliefs, your sexual life or sexual orientation, gender identity and political opinions.
- Information about your health, including any medical condition and/or disability, health and sickness records.
  - Information about criminal convictions and offences.

We will only process sensitive personal data where you have given your explicit consent, unless we are legally obliged to do so.

## Information about criminal convictions

We will use data about your criminal convictions to assess your suitability for a course and make any necessary changes to your learning and living environment to allow you to undertake your studies and adhere to any conditions placed upon you. In addition to this, the information may need to be shared externally where a course requires a professional registration on graduation with an external body.

## Processing for limited purposes

We will only process your Data for the specific purpose or purposes that we tell you about, or if specifically permitted by the UK Data Protection Act 1998 or the Data Protection Act 2018 (depending on which is in force at the relevant time), and will only process your data to the extent necessary for that specific purpose or purposes.

## Accuracy

We will keep the data we store about you accurate and up to date as relevant to the purpose or purposes for which we process it. Data that is inaccurate or out of date will be destroyed. Please notify us if your personal details change or if data we hold about you is inaccurate.

## How will your personal data be collected?

We obtain your personal data either directly from you or indirectly from third party sources with whom you have had direct contact, such as UCAS or reputable international agents. We will always look to ensure that the third party has the lawful authority to share this data with us and has collected it from you fairly.

## How will your personal data be secured?

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. In addition, we limit access to your personal data to those employees of the University who have a business need-to-know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

## Holding and retaining your data

We will retain your personal data relating to your application indefinitely. Where your application results in an offer that you later accept, your application will form part of your student record.

We retain your personal data for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the application exercise in a fair and transparent way as well as to allow us to provide you with information about your student journey once you have left the institution. We will also use the details of previous applications for internal statistical analysis and strategic decision making.

## Who has access to your personal data?

Your personal data will be shared internally within the University for the purposes of processing your application.

We may share your data externally with:

- Application and software providers in order to undertake assessment of your application such as UCAS, Ellucian, Campus Management, GeckoLabs.
- The embassy of your country, a sponsorship, scholarship or funding body or your appointed agent if your application is associated with any other these organisations.
- Our partner universities or organisations in order to allow you to undertake a portion of your programme abroad.
- Local law enforcement agencies and local councils.
- Contracted third parties to allow for some market research and direct marketing activities.

We may need to share your Data with third parties in order to comply with the University's legal obligations, such as reporting to Government and regulatory bodies such as the Office for Students and Research England to make returns to the Higher Education Statics Agency, or to respond to lawful requests from other relevant educational providers.

Exceptionally, we may disclose your Data with a third party if required to do so: to protect or defend the University's rights, interests, or property, or those of third parties; act in urgent circumstances to protect the personal safety of University constituents, or the public; or protect against legal liability.

All third-party data recipients are required to take appropriate security measures to protect your personal data in line with our policies. We do not allow our third-party data recipients to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## Automated decision making

Some of your personal data will be used for some automated decision making. In particular:

- You may be assigned a fee status dependant on the information given in your application which will determine the cost of your studies.
- Your application may be withdrawn by an automated process if you have not undertaken a required action within a defined period of time. You will be notified by email before this automated process is undertaken

Where this is the case, you are able to challenge the decisions that have been made by contacting [admissions@southampton.ac.uk](mailto:admissions@southampton.ac.uk)

## Profiling

We will use some Data that we obtain to evaluate certain personal aspects about you in order to:

- Help us understand more about our electronic service users and prospects;
- Share data with reputable, specialist marketing agencies so they can help us understand more about our users and prospects, and how they interact with our brand, in a way that can be compared with competing education providers;
- Determine which communications messages you receive and their frequency, as appropriate, with your consent (when required);
- Help us understand more about our prospects and the experience they expect from their interactions with the University.

## Your rights

You have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise these rights please use our [online form](#) or write to:

The Data Protection Officer  
Legal Services  
University of Southampton, Highfield  
Southampton, SO171BJ  
Email: [data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk)

## Right to withdraw consent

When you apply to study with the University, we ask you to provide consent to participate in some direct marketing activities related to your course, the University or the city of Southampton. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact [enquiries@southampton.ac.uk](mailto:enquiries@southampton.ac.uk).

## Unwanted communications

We will, from time to time, contact you by email, post, telephone, SMS and, at times, social media with your consent (when required). If at any stage you are concerned about the content of these communications e.g. unwanted marketing information or wish to change how we communicate with you please contact us at: [admissions@southampton.ac.uk](mailto:admissions@southampton.ac.uk) to unsubscribe. All electronic communication will be offered with an opt out opportunity as is required by EU and UK electronic privacy rules.

## Further information

We also have additional policies and guidelines concerning particular activities. If you would like further information please see our Publication Scheme at: [http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication\\_scheme](http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme).

If you are unhappy with the way that we have handled your data you can contact us at:

Student and Academic Administration  
Highfield Campus, Southampton SO17 1BJ UK.  
Email: [admissions@southampton.ac.uk](mailto:admissions@southampton.ac.uk)  
Telephone: +44(0)23 8059 5000

Alternatively, you can contact the UK Information Commissioner's Office. See their website at: <https://ico.org.uk/>.