

# Privacy Notice - Applicants and Potential Applicants to Study at the University

<b>Privacy Notice</b>
<p>This privacy notice explains how the University of Strathclyde will use your personal information and your rights under data protection legislation. This notice covers central University processes and may be updated at any time. If there are any changes which affect your rights and interests, we will make you aware of this and how it will affect you.</p> <p>In some cases you may be provided with a more detailed privacy notice to supplement this central notice. This is to increase transparency and provide additional information.</p>
<b>Who we are</b>
<p>The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the data controller).</p>
<b>Information we collect and use about you</b>
<p>We collect information about potential applicants and applicants in relation to:</p> <ul style="list-style-type: none"><li>- biographical and contact information;</li><li>- education and qualifications;</li><li>- references;</li><li>- disabilities;</li><li>- visa requirements;</li><li>- course preferences; and</li><li>- any other information necessary to meet the purposes and obligations set out below.</li></ul>
<b>Why we require this information and our lawful basis</b>
<p>For both applicants and potential applicants we will process your information in order to:</p> <ul style="list-style-type: none"><li>- respond to enquiries and/or send relevant marketing materials;</li><li>- 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.;</li><li>- contact you following an event/recruitment fair etc., where you consented to us contacting you;</li><li>- manage your account on the University direct application system, if you apply directly;</li><li>- contact you to ask you to complete a survey regarding your choices/decisions;</li><li>- manage the application process and provide relevant information including: arranging interviews; assessing applications; making decisions regarding offer/entry to the University etc.;</li><li>- obtain relevant information in relation to identity; education and qualifications; references;</li><li>- advise on visa requirements and obtain relevant supporting documentation;</li></ul>

- 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; and
- to verify your qualifications, where it is necessary to do so, including to ensure compliance with UK visa regulations.

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 \(ISC\)](#) provides specialist degree preparation for international applicants studying abroad. ISC programmes are provided by a third party, Study Group, in collaboration with the University. If you are an international applicant who is unsuccessful in your application to Strathclyde, the University will assess your application for eligibility to the University of Strathclyde International Study Centre programmes. Eligibility is based on various factors such as academic qualifications, study gap (calculated from the date of graduation (on previous study) to the course start date), funding and visa length, and entry requirements (these are set by Study Group and can found [on their website](#)).

If your application is assessed as likely to be eligible for an ISC programme and you consented at application stage, the University will contact you by email, to advise you that your data will be passed to Study Group. The email will provide another option to opt out of this process. If you opt-out your data will not be shared with Study Group. You can opt out at any point by emailing ISC Referrals [isc-referrals@strath.ac.uk](mailto:isc-referrals@strath.ac.uk) and, if relevant, the University will arrange for your data to be removed by Study Group. Once your data has been transferred to Study Group they will send you relevant [privacy](#) information, setting out what they do with your personal information.

The University will undertake verification checks on certificates/documentation you provide, to ensure these are genuine. These checks may be undertaken by a trusted third party, in which case you will be directed to their website during the application process. You will then be asked to provide relevant information directly to the company, with the outcome being made available to the University.

### **Transferring data internationally**

<p>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.</p>
<p><b>How long your information is retained</b></p>
<p><b>Potential applicants:</b> 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.</p> <p>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.</p> <p><b>Applicants:</b> 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 <a href="#">Student Retention Schedule</a>.</p>
<p><b>Data is required as part of a statutory or contractual requirement or obligation</b></p>
<p>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.</p>
<p><b>Your rights</b></p>
<p>Under data protection legislation, you have a number of rights* including the right to:</p> <ul style="list-style-type: none"> <li>- withdraw consent, at any time, where that is the lawful basis of our processing;</li> <li>- access your personal data and obtain a copy, free of charge;</li> <li>- rectify inaccuracies in personal data that we hold about you;</li> <li>- erasure, that is have your details removed from systems that we use to process your personal data;</li> <li>- restrict the processing in certain ways;</li> <li>- obtain a portable copy of data you have given to us in a commonly used electronic form; and</li> <li>- object to certain processing of your personal data by us.</li> </ul> <p><b>*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.</b></p> <p>Please contact <a href="mailto:dataprotection@strath.ac.uk">dataprotection@strath.ac.uk</a> if you wish to exercise/enquire about any of these rights.</p>
<p><b>Complaints</b></p>
<p>If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer at <a href="mailto:dataprotection@strath.ac.uk">dataprotection@strath.ac.uk</a>.</p> <p>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 (<a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a>).</p>