

Privacy Notice: Enrolment

1. The University of Winchester treats very seriously the personal data and the sensitive personal data it processes on behalf of its students and its potential students.
2. The majority of the personal data processed by the University is obtained from you, the student. However, in certain circumstances your data may be provided by partner organisations, such as UCAS, your college, or your recruitment agent.
3. The data collected as part of this process will be used for various educational administration and other purposes by the University and are detailed under 'The Purposes of The Processing'.
4. The information contained in our records may be used for internal and external reporting. External reporting will include sharing data with the Office for Students, HESA, the Student Union and any grant, loan, or sponsor administrators. In submitting your data, you are confirming your awareness of your data being processed in line with this privacy notice.
5. The records created regarding this data are subject to regulation by the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018. For EU students the EU General Data Protection Regulation will also apply.
6. The University processes both personal data and special category data under a range of different 'lawful bases' depending on the nature of the respective processing purposes.
7. For the personal data of students. These 'lawful bases' include one or more of:
 - a. Public task (as the University is designated as a 'public authority' in law)
 - b. Contract
 - c. Legal Obligation; and
 - d. Consent.

8. In addition, the University processes special category data under one or more of the conditions needed under the UK and EU GDPR. These are:

- a. Explicit Consent
- b. Vital Interests
- c. Legal Cases
- d. Substantial Public Interest; and
- e. Public Health

For more information, on lawful basis go here: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

The Purposes of The Processing

9. The purposes of the processing range from: compliance with external statutory reporting, data collection for educational and administrative purposes, institutional research for improvement of services for the student experience, and compliance with legal obligations where the University is required to provide personal data.

Categories of Personal and Special Category Data Collected at Enrolment

- a. Personal Details, including contact information and addresses
- b. Photo ID
- c. Emergency Contact and GP Information
- d. Nationality
- e. Programme of study information
- f. Finance information
- g. Consent to Share information
- h. Disability information
- i. Required statutory information
- j. Widening Participation information

10. Where necessary, the University also collects information on criminal convictions and visa information.

11. Personal data and special category data will be kept for no longer than necessary, and these decisions will be made in line with legal requirements, University policies and considering relevant best practices.

12. As an individual you have rights that are available to you under data protection law. These are:

- a. **Your right of access** - You have the right to ask us for copies of your personal information.
- b. **Your right to rectification** - You have the right to ask us to rectify information that is inaccurate or incomplete.
- c. **Your right to erasure** - You have the right to ask us to erase your personal information.
- d. **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information.
- e. **Your right to object to processing** - You have the right to object to the processing of your personal data.
- f. **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you.

13. Please note that there are certain circumstances where some of these rights will not apply. For more information on these rights please visit <https://ico.org.uk/your-data-matters/>

14. If you have any queries about how the University processes your data or wish to exercise any of the data protection rights cited above, please contact the Data Protection Officer at the details listed below.

15. You also have the option to raise any concerns with the UK's data supervisory authority. This is the Information Commissioner's Office, and they can be contacted in various ways listed here: <https://ico.org.uk/global/contact-us/>

The data protection officer for the University is:

Stephen Dowell, Data Protection Officer,
The University of Winchester,
Hampshire
SO22 4NR.
United Kingdom.
Tel: +44 (0) 1962 841515, Ext. 7217
Email: stephen.dowell@winchester.ac.uk

The name and contact details of our organisation are:

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This policy statement is reviewed, and where necessary updated, in line with current guidance and developments.