

# **Applicant Privacy Notice**

## **How we use your personal data (for applicants)**

### **What is Personal Data?**

“Personal data” means any information which relates to or identifies you as an individual.

### **Purpose of this Notice**

This Notice explains how we will collect and use your personal data.

Liverpool Hope University is the Data Controller for personal data that we process about you. The University is registered as a Data Controller with the Information Commissioner’s Office and manages personal data in accordance with the University’s Data Protection Policy.

Throughout this Notice, “University”, “we”, “our” and “us” refers to Liverpool Hope University and “you” and “your” refers to those expressing an interest in becoming a student at the University both prior to and at formal application stage.

Anything you are not clear about please contact our Data Protection Officer who can answer any queries you may have concerning this Notice or in any way that we process your personal data. Our Data Protection Officer’s contact details can be found at the end of this Notice.

### **What is the purpose and legal basis of the processing?**

Primarily your personal data which you provide on 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 University, the data collected in the admissions process will form the basis of your student record.

The legal basis for processing your personal data during the admissions process is General Data Protection Regulation (GDPR), Article 6, (1)(b) or (1)(c) or (1)(f).

Secondly your personal data may be used to inform analysis and research related to application and admissions to the University. This is carried out by the University in the public interest.

### **Where does the University get your personal data from?**

We obtain your personal data from the following sources:

- From you when you provide your details on direct application forms (paper and online)

- From you when you provide your details and/or your parents details when booking university events such as an Applicant Day.

Third party sources such as UCAS, DfE and agents. When we obtain personal data from third party sources we will look to ensure that the third party has lawful authority to provide us with your personal data.

### **Who will my personal data be shared with?**

The University may share your data with a number of internal departments as part of their official function as a staff member during the normal processing of your application. This may include:

#### **Internally**

- With employees of the University who require your personal data to make decisions on your application to the University (e.g. admissions team and academic tutors)
- With other departments within the University (e.g. accommodation, SSWB, International, accommodation) in order for them to offer support and additional services if you choose to come and study with us.

#### **Externally**

We will share your personal information externally for the above purposes as relevant and necessary with:

- If an external body (e.g. placement provider, occupational health assessors, DBS agencies) need to be consulted as part of your application in order to assess your suitability to study your chosen programme we will share your personal data with them. This includes:
  - Schools
  - OFSTED
  - First Advantage
  - Aintree Hospital
- In the case of international applicants, the British Council or appropriate agencies.
- Where relevant and as required, UK Visas and Immigration in order to act as your sponsor for visa purposes.
- Where relevant and as required, governmental agencies (e.g. HESA).
- Other Higher Education organisations, in order to assist with tracking and research into access to Higher Education.
- Companies or organisations providing specific services to, or on behalf of, the University. (e.g. Aintree Hospital, Azorus)

- One of our partners if you are studying at another institution for a Liverpool Hope award
- Your placement provider where relevant (e.g. School Direct schools, Social Work placements)

### **Where personal data will be processed**

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared across the University (such as the main student records database, SITS). Access to your personal information is limited to University staff who have a legitimate interest in it for the purpose of carrying out their contractual duties, and our use of your personal information will not be excessive.

The University will process personal data using a variety of systems. These will include:

- Azorus - the Student Recruitment CRM (Customer Relationship Management) system
- SITS – the Student records system
- STORM – the Student Recruitment telephone enquiry management system
- Central and local (departmental) paper and electronic records (emails, pdf, Word, Access, Excel)

### **Retention of your personal data**

We store your personal information for as long as necessary to complete the application process. If you are successful, your information will be kept as part of your student record for the duration of your studies (and it may be used as part of our assessment of any future application you make for further studies). In general, the below applies for the admissions process:

<b>Scenario</b>	<b>Personal Information</b>	<b>Retention Period</b>
Successful applications (e.g. enrolled as a student)	Personal information and records documenting the handling of applications for admission	End of student relationship +6 Years Permanent: pseudonymised records held for reporting
Unsuccessful/Withdrawn Applications (e.g. did not enrol as a student)	Personal information and records documenting the handling of applications for admission	Current academic year +1 Year for full records. Pseudonymised records without supporting documentation retained for the current academic

		year +5 years and then deleted.
Disclosure and Barring Service (DBS)	Records documenting DBS checks carried out on applicants	6 months from start of academic year (issue number will be retained on student record)

### Unwanted communication

We will from time to time communicate with you by email, post, telephone and text. If at any stage you are concerned about the content of these communications, e.g. unwanted marketing information, then:

- please follow any available unsubscribes links or instructions in the communications; or
- contact our Data Protection Officer.

### Transfers to third party countries

Sometimes to achieve the purposes for which we are processing your personal data we may need to share your personal data with organisations based outside the European Union such as our Azorus database and our use of Google Mail to communicate with you.

When it is necessary to share your data outside of the European Union, we will ensure that there are appropriate safeguards in place.

### Your Rights

Under GDPR you have the right to:

- **Be informed:** right to know that we are processing your personal data and what we are doing with it (e.g. detailed in privacy notices);
- **Access:** right to see your personal information which we hold about you;
- **Rectification:** right to ask that we rectify inaccuracies in personal data that we hold about you;
- **Erase:** right to request the deletion of your personal data;
- **Restrict:** right to restrict the processing of your personal data;
- **Portability:** right to obtain a copy of your data in a commonly used electronic form;
- **Object:** right to object to certain processing of your personal data by us;
- **Challenge:** right to challenge automated decisions.

Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the Data Protection Officer for further information.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>.

### **Further Information**

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please email [legalservices@hope.ac.uk](mailto:legalservices@hope.ac.uk).

Our general postal address is Liverpool Hope University, Hope Park, Liverpool, L16 9JD.

Our telephone number is +44 (0)151 2913478.

### **Are changes made to this document?**

This Notice was last updated on 4 December 2023. It is reviewed when necessary and at least annually. Any changes will be published here.