

## **APPLICANT PRIVACY NOTICE**

### **Data Collection and Privacy Notice**

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 2018 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. This notice may be updated at any time. The most up to date version can be found at [www.aston.ac.uk/dataprotection](http://www.aston.ac.uk/dataprotection).

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

### **What we collect**

The personal data which the University processes about you will include personal details about you such as your name, address and contact details. As an applicant to the University, details such as your education history and qualifications will also be processed.

It also includes Information about your disability status, ethnicity, sexual orientation, gender reassignment or religion, which is classed as “Special Category” Data under the GDPR.

### **Your rights**

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

You have the right of access to your personal information. You also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

### **Automated decision-making**

The University will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention. You have the right to opt out of automated processing at any time and to require that decisions are assessed by a person.

### **Data transfers to other countries**

Your personal data may be transferred to countries outside the European Economic Area for the purposes described above. Your personal data will only be transferred to countries whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards are in place to protect your personal data.

## How we process your data

The University will process your personal data for the following purposes.

### **Purpose 1 – Applications to the University**

The University will process your personal data when it receives your application. We will also process your personal data from third party sources such as UCAS, Government Departments, the Student Loans Company and agents (if applicable). This is to assist us with the application process and understand key aspects of information which relate to your University experience.

In the event that you are successful, your application will form the basis of your student record at the University.

#### **Legal basis for processing your information for Purpose 1**

The processing of your personal data for Purpose 1 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)). The processing of Sensitive Categories of Data is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)) and for statistical and research purposes in accordance with GDPR Article 9(2)(j).

### **Purpose 2 – Third Party Processing**

The University has engaged a third party to support and assist with any enquiries that you may have in respect of enrolling at the University. The University may share data with this third party to ensure that enquiries are dealt with in a timely manner.

Please be aware that you may opt out of your data being shared with the third party company at any time.

#### **Legal basis for processing your information for Purpose 2**

The processing of your personal data for Purpose 2 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 3 – Marketing**

We value your interest in the University and would like to keep in touch with you. We would like to use your personal details for the purpose of sending you marketing materials such as newsletters and magazines by post and email and information about events at the University which may be of interest to you.

#### **Legal basis for processing your information for Purpose 3**

We will process your personal data in the case of communication by email for marketing purposes on the basis of your consent. You have the right to opt out of this type of processing at any time. We will not contact you for this purpose if you are registered with the Telephone Preference Service (“TPS”) unless you tell us that we can.

#### **Consent**

I consent to my personal data, including my personal email address, being processed so the University can contact me to share news, invite me to events and offer benefits. I understand that I may opt out of receiving these communications at any time.

- Yes please, keep me up to date by email
- Yes please, keep me up to date by text
- No thanks, please **do not** contact me by post
- No thanks, please **do not** contact me by telephone

### **Purpose 4 – Applicant Visit Days**

We would like to keep in touch with you and send you invitation to applicant visit days at the University.

#### **Legal basis for processing your information for Purpose 4**

We will process your personal data in the case of communication by email for marketing purposes on the basis of your consent. You have the right to opt out of this type of processing at any time. We will not contact you for this purpose if you are registered with the Telephone Preference Service (“TPS”) unless you tell us that we can.

#### **Consent**

I consent to my personal data, including my personal email address being processed so the University can contact me to invite me to applicant visit days at the University. I understand that I may opt out of receiving these communications at any time.

- Yes, please send me invitations to applicant visit days by email
- Yes, please send me invitations to applicant visit days by text
- No thanks, please **do not** contact me by post
- No thanks, please **do not** contact me by telephone

### **Purpose 5 – International Advice**

We will process your personal data when you apply to the University and require advice on international matters related to your study at the University.

#### **Legal basis for processing your information for Purpose 5**

The processing of your personal data for Purpose 5 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 6 – UK Visas and Immigration (“UKVI”) Exports/Imports**

The University is required to meet its obligations set out by UKVI and will need to adequately report on applications. We will process your personal data in respect of your applications as part of our reporting obligations (as appropriate).

#### **Legal basis for processing your information for Purpose 6**

Where relevant, the processing of your personal data for Purpose 6 is necessary on the grounds of our obligation to perform a public task (GDPR Article 6(1)(e)) as this processing is required for the University to meet its obligations set out by UKVI. The processing of Sensitive Categories of Data is necessary on the grounds of our obligation to perform a public task (GDPR Article 6(1)(e)) and for reasons of substantial public interest in accordance with GDPR Article 9(2)(j)).

### **Purpose 7 – Financial Assistance and Enquiries**

We will process your personal data in order to respond to any enquiry you may raise about the University which includes any financial matters such as scholarships.

#### **Legal basis for processing your information for Purpose 7**

The processing of your personal data for Purpose 7 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 8 – Surveys**

It is important that we understand the views of individuals who accept or decline places at the University or attend open days so we will process your personal data when you complete surveys. We want to develop and improve what we offer potential students so participation in such surveys is important to the University.

#### **Legal basis for processing your information for Purpose 8**

The processing of your personal data for Purpose 8 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).