# University of Northampton – Admissions Privacy Notice

## The University of Northampton is the data controller, registered with the Information Commissioner’s Office, in line with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.The University will process personal data relating to its applicants to manage the applications and admissions process to meet its data protection obligations. For applicants who are successful and admitted into the University, you will need to read the Registered student privacy notice.

## The Data Protection Officer can be contacted by emailing dpo@northampton.ac.uk or writing to the Data Protection Officer, Office of Vice Chancellor, University of Northampton, Waterside Campus, University Drive, Northampton, NN1 5PH.

## What information (personal data) are we collecting about you?

The University of Northampton may obtain, hold and process your information (personal data) when you have enquired about the University or booked an event.

In relation to your application to study at the University, we process the data that you provide to us from the following sources:

* Online direct application form
* Third party sources such as UCAS, agents, partners, disclosure barring services, occupational health assessors, referees.

When we obtain personal data from other organisations (third party) we will look to ensure that the third party has lawful authority to provide us with your personal data

* . We may also process information relating to your application which is provided to us by other organisations upon your request (for instance, referees).

# Why are we processing your information?

## We use your personal data to manage our student admissions and recruitment services and processes.  Only information required for these purposes is collected and processed, for the University to provide its services to you.

## How are we getting your information?

#### Information which you have provided may include:

* Email address when you subscribe to facilities or provide feedback, enquiries, or other requests by email,
* Name, date of birth, postal address, and mobile phone number
* Application data, including the above and your qualifications, your education and / or employment history, references, and any criminal convictions (where required by your programme of study and this information is captured in a DBS (Disclosure Barring Service) report)
* Nationality, permanent residence, passport, and immigration status
* Emergency contact details
* Correspondence
* Details of the programme / course you are applying for event registration and attendance.

In some cases, from other organisations involved in providing data to the University for e.g., UCAS, Partners, Agents, education provider, referees or a listings website you have registered with.

**How are we using your information?**

We will use your information to:

* determine the suitability of your application for the programme / course for which you are applying, or for another programme / course
* administer your application throughout the application and admissions process, including interview, DBS and Occupational Health processes as appropriate for your programme / course
* process your event booking
* statistical analysis reports
* conduct market research and internal filtering purposes to ensure the information we send is relevant to you.

**What is the lawful basis for processing your information?**

* Consent *under Article 6(1)(a) of the UK GDPR*.
* The performance of a contract *under Article 6(1)(b) of the UK GDPR*.
* Where [special category data](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/lawful-basis-for-processing/special-category-data/) is being processed, we are also relying on explicit consent under *Article 9(2)(a) of the UK GDPR.*
* Legal obligations *under Article 6(1)(c) of the UK GDPR* to meet our statutory obligations.
* Public task under *Article 6(1)( e) of the UK GDPR* to deliver our core and key tasks as a University.
* Legitimate interest under *Article 6(1)(f) of the UK GDPR.*

**Who do we share your information with?**

For the purposes referred to in this privacy notice we may share your personal data across the University on a need-to-know basis to make decisions on your application (e.g., admissions team, admissions tutors, marketing, and faculties). We may also share your information to offer support and additional services if you choose to come and study with us (e.g., accommodation, ASSIST).

Where we are sharing your information with other organisations, we will ensure that they comply with the Data protection legislation. Your data will be stored by our Customer Relationship Management (CRM) and Student Record systems.

Examples of this include:

• If we need to check the references which you have provided, or to ascertain the authenticity or accuracy of your application (e.g. from referees, examining or awarding bodies, education providers);• Where you have given us consent to discuss your application with other organisations or a third party contact, in some instances parents or guardians on your behalf;

• Where your application has been submitted via an accredited University of Northampton recruitment agent;

• If you are a full-time home undergraduate applicant who has applied direct to the University, we will share details of your application with UCAS for reporting purposes and fulfilment of our contractual obligations with UCAS (through their Record of Prior Acceptance process);

• Where we are required by law or otherwise authorised under Data Protection legislation to share data on your application with official agencies or regulatory bodies (e.g., for international applicants, CAS to obtain UK Visas and Immigration (Tier 4, OFSTED, HESA/Data Futures) and other bodies with statutory powers or authority, and investigating authorities including the police and local authorities);

* Where programmes have been developed in collaboration with other organisations, Partners and staff who are external to the University and who have a role in the admissions selection process Examining or awarding bodies, to verify a qualification where necessary e.g. Ecctis.
* To make you aware of events organised by the University which may be of interest and useful for you.
* Where an external body (e.g., placement provider, occupational health assessor, disclosure barring service, education provider) needs to be consulted as part of your application to assess your suitability to study your chosen programme.
* Where programmes are offered in conjunction with a third party (e.g., an employer on an Apprenticeship programme).

## How long will you retain my data?

## Details of our retention periods can be found here

## What are my rights and how can I enforce them?

For more information about your rights and how you can enforce your rights please follow the following [link.](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/individual-rights/) Please note your rights are dependent on the lawful basis that is being relied on.

**How can you raise concerns or complaints about the processing of your information?**

In the first instance, please contact the University’s Data Protection and Information Governance team by emailin**g** **dpo@northampton.ac.uk****,** if you would like to discuss any aspects of your rights in relation to your information (personal data).

If you are not satisfied, you may submit a formal complaint via the [**University’s Complaints Procedure**](https://le.ac.uk/about/info/contact/student-complaints).

External advice is available from the Information Commissioner who can be contacted via:

* ICO [website](https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/)
* 0303 123 1113