Prospective Student Privacy Notice

1. Introduction

Newcastle University (the University) as the Data Controller collects and processes data about prospective students to carry out its function as an education provider. This privacy notice explains how the University processes your personal data as well as your rights in relation to the personal data we hold about you.

The contact details of the University’s Data Protection Officer are available via the following web page: http://www.ncl.ac.uk/data.protection/PrivacyNotice.htm.

2. How is your personal data collected?

The University collects your personal data from a number of sources:

2.1. From you:
   2.1.1. Interactions with the University including but not limited to contact details from open day events, your application to the University and other communications with the University;
   2.1.2. When you complete surveys and feedback forms;

2.2. From third-parties:
   2.2.1. Other organisations such as your school or employer when they provide a reference;
   2.2.2. UCAS and the Common Application System course applications;
   2.2.3. Service providers acting on behalf of the University including recruitment agents;
   2.2.4. Service providers acting on your behalf including recruitment agents
   2.2.5. INTO Newcastle LLP for pathway students wishing to transfer to Newcastle University courses;
   2.2.6. External examination boards;
   2.2.7. Relevant statutory third parties such as the Student Loans Company, Higher Education Statistics Agency and UK Visas & Immigration.

3. What personal data is collected?

The University collects and processes the following personal data:

3.1. Identification and contact details: Your name, title, date of birth, age, gender, photographic images, correspondence address, email address, phone number, emergency contact details; where applicable passport and visa details;
3.2. Evidence of income/financial circumstances (e.g. to enable the University to support you with visa applications or scholarships);
3.3. Evidence of residency status, family relationships, nationality, national insurance number, country of domicile necessary to establish fee status;
3.4. Details of previous education, training and employment;
3.5. Contextual information provided during the application process necessary to make an appropriate offer (E.g. UCAS may provide the following contextual information: whether you live in a low participation neighbourhood; the performance levels of your school relative to the national average; your entitlement to free school meals; whether you were a looked after child);
3.6. Special Category Data: physical or mental health conditions, racial or ethnic origin, religious beliefs and information relating to previous criminal offences (where there is a legal obligation for the University to collect such information).
4. Legal Basis of Processing

The University will only process your personal information where it has a lawful basis for such processing.

4.1. Contract

As part of the contractual relationship between you and the University, the University will process your personal data for the following purposes:

4.1.1. Administration of your application to the University to assess your suitability for admission, eligibility for scholarships or bursaries, and to determine any support requirements/arrangements to enable you to study at the University (using special category data where necessary);
4.1.2. Arranging the provision of University residences and/or other residential accommodation;
4.1.3. Arranging and providing access to support services such as the Library and IT Service;
4.1.4. Confirming your admission status to your sponsor, including, Local Education Authorities, Student Loans Company, funding councils and embassies.
4.1.5. Processing of fees and payments.

4.2. Public Task

As part of our duty as a public authority, the University will process your personal data for the following purposes:

4.2.1. Public interest archiving, scientific and historical research or statistical analysis including equality and diversity monitoring;

4.3. Legal Obligation

Where there is a legal obligation placed upon the University, the University will process your personal data for the following purposes:

4.3.1. Complying with tax legislation, immigration and visa requirements and the prevention of fraud;
4.3.2. Providing census or other information including the assessment of fees to government and regulatory authorities;
4.3.3. Sharing personal information to HESA and the Office for Students and their nominated subcontractors;
4.3.4. Where there is a legal obligation, prevention and detection of crime in order to assist the police and other competent authorities with investigations;
4.3.5. Where there is a legal obligation to share your personal data with third parties such as the police and other law enforcement agencies; local authorities; the Home Office, British overseas missions; other government bodies; international governmental and regulatory bodies; HMRC; the University’s external auditors; the Office for Students; the Office of the Independent Adjudicator.

4.4. Legitimate Interests

The University will process your personal information to meet the University’s legitimate interests in the following circumstances:

4.4.1. Participation in surveys and benchmarking exercises to assist in designing the future shape of University courses and services and measure the effectiveness of the University’s marketing and recruitment activities;
4.4.2. Service improvement and development through analysing the use of the University’s website and other online services that the University provides;

4.4.3. Organising events that are likely to be of interest to students (e.g. International Student Welcome Week);

4.4.4. Recording of audio/images on the University’s premises for use in promotional material to further the mission and strategy of the University, e.g. through promotional materials. Legitimate interests are used in this instance where it would not be necessary, appropriate or practicable to seek your specific consent;

4.5. Consent

In the following circumstances, the University will process your personal information based on consent:

4.5.1. Consent will be sought where specific services have been requested by you (e.g. you request help from the University regarding your visa status) or where the law requires the University to obtain your consent (e.g. certain marketing or fundraising communications or participation in certain types of research projects);

4.5.2. If there is a legal obligation on the University to obtain evidence of whether or not you have any criminal convictions the University will request your consent before submitting your personal information to the Disclosure and Barring Service. E.g., it is a statutory prerequisite to enrolling on a particular course of study; you wish to take part in student recruitment and outreach activities that put you into regular contact with children or vulnerable adults. Without such consent, the University will be unable to process your particular application further.

4.6. Vital Interests

Where the University believes it is necessary to protect the life of you or another person, the University will use the vital interests lawful basis to process your personal data, and this may include sharing with a third party. E.g. if you are admitted to a hospital A & E department after a serious accident and you are incapable of providing consent the University may share relevant personal data with the NHS or emergency services.

5. Sharing Data with Third-Parties

In some circumstances the University will disclose your personal data to third parties. Examples of such processing are:

5.1. IT Service providers (e.g. the provision of University email services; recruitment and customer relationship management services);

5.2. Where there is an obligation placed upon the University detailed in section 4 above.

6. Data Leaving the EEA

Whilst the University carries out the majority of its data processing activity within the EEA, the University may process some of your personal data outside the EEA, but only within one of the following circumstances:

6.1. Where “appropriate safeguards” are put in place through contract;

6.2. Where the European Commission has agreed that the data protection provisions of the country/territory offer an adequate level of protection; or

6.3. Where you have given your explicit consent.
7. How long is your data retained?

Assuming you do not take up an offer to study at the University, and in meeting the University’s Public Task and Legal Obligations, the University will retain some anonymised data relating to your application in perpetuity whilst retaining other personal data relating to your application to the University for up to five years to meet sector best practice. If you do take up an offer to study at the University, retention periods for your personal data are as detailed in the Student Privacy Notice.

8. Your Rights:

Under legislation in force from 25th May 2018, you have a number of rights, noting that some are not absolute and the University may refuse a request where an exemption applies:

8.1. The right of access to your personal data held by the University;
8.2. The right to have inaccurate or incomplete personal information held by the University about you rectified;
8.3. The right to request that the University restricts the data processing activities with respect to your personal data;
8.4. The right to request that we erase your personal data;
8.5. The right to complain about the University’s processing of your personal data. Contact details for the UK supervisory authority are available: http://www.ncl.ac.uk/data.protection/PrivacyNotice.htm;
8.6. The right to object to processing where the University is relying upon on its legitimate interests or the performance of a task in the public interest; where it is used for direct marketing or for purposes of scientific/historical research and statistics;
8.7. The right to portability where you have provided us with your data and the legal basis of processing is consent or performance of a contract.

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