

Applicant Privacy Notice

How we use your personal data (for applicants)

The University needs to collect and process personal data in order to provide services to applicants, students, manage its operations effectively and meet certain legal requirements.

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.

Where does the University get your personal data from?

- **For applicants to undergraduate degree courses:**

The University will use the details you provide on your UCAS application together with any supporting documents and additional details provided by any referee and recorded following any interview process. For certain courses (notably those leading to professional qualifications), we will also conduct screening checks for safeguarding purposes. If you provide any information about relevant unspent criminal convictions during the application process, we will use this information as described in the [Criminal Convictions and Studying at the University Policy](#).

- **For applicants to graduate degree courses:**

The University will use the details you provide on your application form, together with the supporting documents requested and additional details provided by any referees and recorded following any interview process. If you provide any information about relevant unspent criminal convictions during the application process, we will use this information in the [Criminal Convictions and Studying at the University Policy](#).

- **For PGCE and PGDE applicants:**

The University will use the details you provide on your UCAS application and the results of your Skills Tests in Numeracy and Literacy, together with additional details provided by any referee and recorded following any interview process. We will also conduct screening checks for safeguarding purposes. We will use this information as described in the [Criminal Convictions and Studying at the University Policy](#).

- **For applicants to all other courses:**

The University will use the details you provide on your application form, together with additional details provided by any referee and recorded following any interview process.

What personal data will be processed?

The University will keep a record of the details you provided on your application form, any supporting documents requested as part of your admission and additional details provided by any referees and recorded following any interview process.

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between 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.

In addition to this, the University may process some information about you that is classed as 'special category' personal data, and which requires additional protections. This includes information concerning your ethnicity and health/disability that we use for planning and monitoring purposes, or in order to provide care, help or suitable adjustments. For certain courses of study, other sensitive information may be processed, such as information about past criminal convictions, working with children or vulnerable adults, and your fitness to practise in certain regulated professions. Access to, and the sharing of, your 'special category' personal data are controlled very carefully. You will normally be given further details about our use of any such data when we collect it from you.

When you register with us, you have the option not to provide certain types of special category data.

What is the purpose and legal basis of the processing?

The University will process the personal information provided on your application and the other information referred to above for the purposes of identifying you, processing your application, verifying the information provided, deciding whether to offer you a place for the course you have applied for, and communicating that outcome (together with any feedback).

We may also use or disclose the information provided for the following statutory or public interest purposes:

- To prevent or detect fraud.
- For equality and diversity monitoring.
- To help us to make reasonable adjustments for any disability, as requested by you.
- To allow us to consider any future accommodation requirements.
- To provide statutory returns required by applicable legislation.
- For research and statistical purposes, but no information which could identify you will be published.

We consider the processing of your personal information for the above purposes to be either necessary for us to take steps with a view to creating a contractual relationship with you (e.g. to assess your application to study with us), or necessary for the performance of tasks we carry out in the public interest (e.g. admissions research). We require you to provide us with the information we ask for during the application process in order to assess your application properly except where its supply is marked as optional. Admissions decisions are not automated.

Who will my personal data be shared with?

The University may share your data with a number of internal departments as part of the normal processing of your application. This may include:

- If you tell us about a disability, this information is shared with the Student Well-Being Team, who contact you to find out about your support needs.
- If you are an international applicant we will share data with our international team so they can invite you to additional events/activities during the registration period.
- If you apply for a place in university managed accommodation we may share data about the status of your application with the accommodation office.
- If you require an interview or audition as part of our selection process, we may share your information with relevant academic colleagues in these departments.

As well as circulating your application and related materials to the appropriate staff at the University, we will share your personal information for the above purposes as relevant and necessary with:

- Your student support assessment body
- Your funders and/or potential funders (e.g. the Student Loans Company).
- 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 bodies including local authorities, the Home Office, the Office for Students and the Department for Work and Pensions and its agencies.
- 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)

How is my personal data used if I accept an offer?

If you are accepted, we will use your personal information for the purposes described in the University's [Student Privacy Notice](#) as amended from time to time.

If you are accepted, the University will also return data about you to the Higher Education Statistics Agency (as described on [HESA's website](#)) and other external agencies and funding bodies, as required.

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). If you are unsuccessful, or decline an offer of a place, your information will normally be kept [for at least 3 years after the completion of the application process]. Information about how long different types of information are retained by the University is available in the [Archiving Policy for Student and Curriculum Data](#).

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 unsubscribe 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 other organisation based within the European Union or if outside the European Union based in countries that have comparable levels of protection.

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 as a Data Subject

We thought it would be helpful to set out your rights under GDPR.

You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- be forgotten, that is your details to be removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a copy of your data in a commonly used electronic form; and
- object to certain processing of your personal data by us.

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/>.

Concerns and contact details

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 contact our Data Protection Officer, Laura Gittins at gittinl@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 25th May 2018. It is reviewed when necessary and at least annually. Any changes will be published here and you will be notified via this webpage and/or by email.