

# **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.

### **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. We will handle any disclosures made in line with our Policy that deals with [criminal convictions and professional courses](#).

#### **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 as described at

#### **For PGCE and PGDE applicants:**

The University will use the details you provide on your UCAS/DfE application, 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 Professional Courses 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. 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?**

<b>Purpose</b>	<b>Legal Basis</b>
Identifying you / Verifying the information provided	Performance of a contract
Processing your application,	Performance of a contract
Deciding whether to offer you a place for the course you have applied for	Performance of a contract
Complete DBS checks	Comply with a legal obligation
Admissions Research	Carry out a task in the public interest
For equality and diversity monitoring.	Carry out a task in the public interest
To allow us to consider any future accommodation requirements.	Performance of a contract
To provide statutory returns required by applicable legislation.	Comply with a legal obligation
To help us to make reasonable adjustments for any disability, as requested by you.	Legitimate interests

To prevent or detect fraud.	Carry out a task in the public interest

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 their official function as a staff member during 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 and visa compliance team so they can assess your visa application and 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.

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

- Your student support assessment body
- Your funders and/or potential funders (eg 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, Azores)
- One of our partners if you are studying at another institution for a Liverpool Hope award
- Your placement provider if you are a School Direct or Social Work applicant

## **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 at [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].

## **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 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](mailto: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 23<sup>rd</sup> September 2021. 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.