

Parent/Guardian Privacy Notice

How we use your personal data (for parents and guardians)

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 parents and guardians opted in through personal choice or by 3rd party consent.

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.

This privacy notice explains how we use your data in relation to your child’s university enquiry or application.

Where does the University get your personal data from?

We obtain your personal data from the following sources:

- From you when you submit forms relating to your child’s university enquiry or application.
- From your child as a 3rd party if they choose to attach your details when registering for an open or applicant day.

Who will my personal data be shared with?

Internally, the University may share your data with a number of the institutions departments as part of our official function as staff members. Externally, your data

will be shared with Azorus (the university's CRM system) where the data will be stored and used for email communication purposes.

Retention of your personal data

All your personal data will be permanently deleted from our system following your child's designated year of entry to university, or at the end of the academic year in which their application is for.

Unwanted communication

We will from time to time communicate with you in line with what we have set out in this notice. 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

If you or your child would like your accounts to be unlinked for any reason, please email courses@hope.ac.uk and this will be done for you.

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 at merrims@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 6 February 2024. It is reviewed when necessary and at least annually. Any changes will be published here.