

Who we are

The University of Wolverhampton ('University', 'we' or 'us') are a 'Data Controller', as defined by the Data Protection Act 2018 and are responsible for, and control the processing of your Personal Data. You can contact us at email dataprotection@wlv.ac.uk, University of Wolverhampton, Wulfruna Street, Wolverhampton WV1 1LY. Tel. 01902 32 1000. Our Data Protection Officer can be contacted at dataprotection@wlv.ac.uk.

We are committed to protecting your privacy. This notice explains how the University of Wolverhampton collects and processes your Personal Data.

How We Use Your Data

We will process your personal data for the purposes of assessing your eligibility to be offered a place on one of our academic programmes. The data protection legislation states that the data controller must have a lawful basis to process or use your personal data. The lawful basis we are relying is; that the use of your personal data is ".....necessary in order to take steps at the request of the data subject prior to entering into a contract;" As part of this process your personal data may be used by several departments across the University.

If your application is successful, some of the information that you have supplied will be used for your enrolment and we will also request further information from you at that stage.

Other departments in the University may contact you regarding using your information for promotional purposes, marketing or surveys. This will typically be the Marketing Department, Aspire to HE or our Recruitment Department and the lawful basis they will rely on is that we have a legitimate interest to do so or for email marketing to our existing customers / students we may rely on the '[soft opt-in](#)'. We will always abide by the law and seek your consent first where this is required.

Some of your [Personal Data](#) will be shared with the Office for Students (OfS) and its agents, to enable it to carry out its duties as the independent regulator of higher education in England. We are legally obliged to share this information.

Where we use a third-party organisation to administer any services we will always ensure that they have robust data security measures that comply with current Data Protection law in place and will always inform you.

Information We Collect

The vast majority of information that we collect about you will be provided by you. This will typically be via UCAS or directly to us via our website. Personal data is collected from the application form, open day booking form, and/or any enquiry forms you submit to us as well as face-to-face, email or telephone contact you make with the University and its representatives.

Information provided by you for the application process include details such as: your full name (including former name or alias), gender, date of birth and contact details, such as address, email address and telephone number and information relating to your education and employment history.

We will process your national insurance number (or other tax identification number) where required for the application, as well as, your passport identification number or national identity card details, country of domicile and nationality. The lawful basis we rely on for processing this information is that we have a legal

obligation to collect this for verification purposes. We also have a legal obligation to collect and process Special Category personal data such as, your religion, race and health data for equality monitoring purposes.

We may get additional information about you from your referee or employer where one is required. This will include details about you such as your grades, personal qualities and your suitability for the course to which you are applying. The lawful basis that we rely on is that the personal data is “.....necessary in order to take steps at the request of the data subject prior to entering into a contract;”

Who We Share Your Personal Data With

Information is shared with relevant departments within the University for the purposes outlined above. In addition, specific data may be collected from and shared with the following external agencies for the purposes specified:

Recipient or Source	Purpose and type of data	Lawful Basis
Student Loans Company/Other funders	To facilitate the payment of funds - Contact and payment details	Necessary for a contract or entering into a contract
Home Office (UKVI)	Sponsorship for Visa applications, Reporting on student circumstances and student advice – Contact & identification details, qualifications, courses, Visa status	Legal Obligation & Consent
Medical and Health Practitioners	To understand health needs and make reasonable adjustments to support students - Details about your health and mobility	Legal obligation to ask but responses made on voluntary basis
Current Employer	Payment of fees and to support progression - Contact details, grades etc	Necessary for a contract or entering into a contract
Educational Institutions	Verification of qualifications - Grades and transcripts of grades achieved	Necessary for a contract or entering into a contract
Disclosure and Barring Service	Establish whether students have been involved in or committed criminal or dishonest acts – Identification and contact details	Contract/Substantial Public Interest
Professional, Statutory and Regulatory Bodies (PSRB) where you are on a professionally accredited programme, for example the NMC (Nursing and Midwifery Council) or HCPC (Health and Care Professions Council) or the RICS (Royal Institution of Chartered Surveyors).	To support or confirm accreditation - Contact details and progression information	Necessary for a contract or entering into a contract
UCAS and other application agencies	To receive applications and notify applicants of decisions as appropriate – identification details	Necessary for a contract or entering into a contract
External Reporting including OfS and its agents (Typically HESA, QAA but can outsource to private providers where appropriate such as GOS)	HESA includes returns made for the following Unistats, Student Return, graduate outcomes (GOS); National Student Survey (NSS). Aggregated data may be used for TEF/ REF/ Aggregate Offshore Return (AOR)	Statutory requirement

Collaborative partners in the UK and overseas	Assessing your eligibility to be offered a place on one of our academic programmes – For courses that are delivered in partnership	Contractual requirement where courses are delivered in partnership
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We may also share personal details with organisations with enforcement powers such as HMRC or the Police. However, we will only do so if this is required to comply with our legal obligation to disclose information to these bodies.

We will only share the minimum amount of personal data with any of the above and will always do so in accordance with the law.

Retention

For candidates who are offered a place on a course(s) most data will be retained for 6 years after the student relationship with the University ceases and for applicants that are unsuccessful, personal data will be retained for 6 months from the end of the academic year of application.

Your Rights

As an individual, you have a number of rights available to you. To find out more about how you may exercise those rights, for example, The Right of Subject Access: obtaining a copy of your information which we may hold, or the Right to Rectification: correcting any mistakes or completing the information we hold about you, please see our Data Protection web pages available [here](#) or the [ICO website](#) for more information. Note that because we are collecting this information on the basis that it is necessary for a contract the Rights to Object to Processing and the Right not to be subject to a decision based solely on automated processing will not apply, but you will still have the right to request human intervention from the University and, to express your point of view and to contest any decision in this way.

How to Complain

If you have any queries, concerns or believe that your Personal Data is being handled in a manner which is contrary to statutory requirements, you may wish to contact the University of Wolverhampton's Data Protection Officer via dataprotection@wlv.ac.uk or complain to the ICO via www.ico.org.uk

Changes to Privacy Notice

We regularly review our privacy notice and will review it at least annually. This privacy notice was last updated on 25 July 2019.