

Who we are

The University of Wolverhampton ('The 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.

The Conduct and Appeals Team Purpose

The Conduct and Appeals team is part of the Registry and is responsible for the management of all matters relating to Student Complaints, Academic Appeals, Student Conduct, Academic Misconduct and University Fitness to Practice procedures.

How We Use Your Data

Data is used to help us process and resolve the cases for which we are responsible, as outlined below:

Purpose	Lawful Basis (Reason)
Complaints	Necessary for a contract or entering into a contract
Appeals	Necessary for a contract or entering into a contract
Academic Misconduct	Necessary for a contract or entering into a contract
Fitness to Practice	Necessary for a contract or entering into a contract
Student Code of Conduct	Necessary for a contract or entering into a contract

Information We Collect

The vast majority of information that we process about you will be provided by you. This will typically be via the forms and supporting evidence that you send us. We may get information about you from your student record held on e:Vision or from relevant departments of the University.

Information provided by you will include details such as your full name, gender, nationality and race. We may process other data such as details about your religion or criminal record based on nature of your case.

The lawful basis we rely on for processing this information is that it is necessary for a contract. In addition, we have a legal obligation to collect and process Special Category personal data such as your race and for equality monitoring purposes.

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 obtained from and shared with the following external parties for the purposes specified:

Recipient or Source	Purpose and type of data	Lawful Basis
Office of the Independent Adjudicator (OIA)	If you refer your complaint to the OIA, they will ask us for information relating to that complaint.	Necessary for a contract or entering into a contract
External representative of the relevant professional discipline	If your case is escalated to University Fitness to Practice panel	Necessary for a contract or entering into a contract

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

Your data is retained for a period of six years since the last action on your case, in accordance with the *Limitations Act 1980*.

Your Rights

As an individual, you have a number of rights available to you. In this instance, the following rights are available to you:

- Right to request a copy of your information. You can request a copy of all the information which we have about you (this is known as a subject access request).
- Right to correct mistakes in your information. You can ask us to correct any mistakes in the information which we have about you.
- Right to have your information deleted. If you no longer want us to hold any information about you, there are a number of circumstances where you can ask us to delete your information.
- Right to ask us to restrict the processing of your personal data in certain circumstances. This means every time we process your personal data we will consider any requests you have made for us not to proceed.
- Right to object. You can exercise your right to object to us processing your personal information, however there are limited instances where this will apply as your information is being processed in accordance with a contract.

To find out more about how you may exercise those rights, please see our Data Protection web pages available [here](#) or the [ICO website](#) for more information.

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 30 June 2020