

## 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](mailto: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](mailto: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

Your enrolment data is collated from SITs and imported into the Student Kx module to ensure that you are enrolled at the University.

Purpose	Lawful Basis (Reason)
Allocation of student accommodation	Necessary for a contract or entering into a contract
Raising invoices for payment of accommodation	Necessary for a contract or entering into a contract

## Information We Collect

Throughout the application for accommodation process we will always highlight areas where we need to ask for your consent as the lawful basis and will give you the choice to opt-in. If you do consent or opt in, we will let you know how you can opt out in the future. We will not process your personal data for any other purpose other than those stated above without informing you first.

The majority of the information that we process about you will have been provided by you. This would be collected from the application and enrolment process. See enrolment [privacy notice](#). Information provided by you will include details such as your full name, gender, date of birth, contact details, such as address, email address, telephone number and information relating to what course you are on.

If you are under the age of 18, we will require additional information from your guarantor, including their name and address, their relationship to you and a copy of their passport. If you are using a guarantor, we will ask them to complete a separate form along with a separate Privacy Notice for them. If you provide us with the details of your guarantor, you **must** inform them without delay.

The lawful basis we rely on for processing this information is that it is necessary for entering into a contract between you and the University. In addition, we have a legal obligation under the *Equality Act 2010* to collect and process Special Category personal data if you have a disability to ensure you are suitably accommodated. You will be asked to complete a separate medical form if you stated you have a disability.

## Who We Share Your Personal Data With

Information is shared with relevant departments within the University for the purposes specified:

Recipient or Source	Purpose and type of data	Lawful Basis
University of Wolverhampton Finance team	Student name and numbers to raise invoices for payment of accommodation, establishing payment plans and processing debt collection.	Necessary for a contract or entering into a contract
University of Wolverhampton Security team	Student name, student number and room numbers are shared for safety and security reasons and to give the team knowledge of who is residing in the block. Out of hours arrival purposes. Incident responses.	Legitimate Interest of the University in ensuring the security and safety of its students
Campuslife	Name, Student ID, email address, DOB, Campus, Student Origin	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 full data is retained for the duration of the current financial year plus six years for tax purposes. If you require a guarantor their data will be retained for one academic year or until you are 18.

### You're 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](mailto:dataprotection@wlv.ac.uk) or complain to the ICO via [www.ico.org.uk](http://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 1 July 2020.