

Admissions Privacy Notice (DBS Programmes in the Faculty of Education and Humanities)

Purpose of the notice

This notice explains how we will collect and use your personal data during the application process.

We are the data controller for the personal information that we process about you

Throughout this Notice, “University” “we”, “our” and “us” refers to the University of Northampton. “You” and “your” refers to those expressing an interest in becoming a student at the University during the prior to application stage and during the formal application stage.

This privacy notice outlines how the University will manage your personal data during the application and admissions process.

The purpose and legal Basis for processing your personal data

Primarily your personal data which you provide on your application (and any data requested or provided subsequently) will be used to process your application to the University. In addition, if you are admitted to the University, the data collected in the admissions process will form the basis of your student record.

The legal basis for processing your personal data during the admissions process is General Data Protection Regulation (GDPR), Article 6, (1)(b) or (1)(c) or (1)(f)

Secondly your personal data may be used to inform analysis and research related to application and admissions to the University. This is carried out by the University in the public interest.

Where does the University get your personal data from?

We obtain your personal data from the following sources:

- From you when you provide your details on direct application forms (paper and online)
- Third party sources such as UCAS, agents, schools and colleges, GBG and MediGold. When we obtain personal data from third party sources we will look to ensure that the third party has lawful authority to provide us with your personal data

Who if anyone will your data be shared with?

The university may share your personal data during the admissions process in the following ways:

Internally

- With employees of the University who require your personal data to make decisions on your application to the University (e.g. admissions team, admissions tutors and faculties);
- With other departments within the University (e.g. accommodation, ASSIST) in order for them to offer support and additional services if you choose to come and study with us.

Externally

- If an external body (e.g. placement providers, occupational health assessors, DBS agencies) needs to be consulted as part of your application in order to assess your suitability to study your chosen programme we will share your personal data with them. This includes:
 - Schools and Colleges
 - OFSTED
 - GBG
 - Medigold
- If you are an international applicant who requires a CAS to obtain a Tier 4 visa, we share your personal data with UK Visa and Immigration, a department of the UK Home Office;
- If you made your application with one of our official agents, your personal data will be shared with your agent;
- If your application is to a programme which is offered in conjunction with a third party (e.g. an employer on a Degree Apprenticeship programme) relevant personal data will be shared with them;
- If your qualifications do not meet our documented entry criteria your personal data may be referred to our partner, The University of Northampton International College to assess whether they can make an offer to you;
- If we are required by legislation to provide personal data to Government agencies (e.g. HESA, OFSTED) we will share this data due to our statutory requirements;
- If we need to determine the authenticity of your application we will share your personal data with third parties named in your application, specifically referee(s) and qualification awarding bodies (e.g. examination boards, universities and education providers);
- If we need to determine the level and/or validity of your qualifications we will share your personal data with Government agencies (e.g. UK NARIC);
- If you have nominated a third party contact we will share your personal data with them.

How long will we keep your information (Retention Periods)?

The University retains your records in accordance with the Universities retention schedule which can be accessed here - <https://www.northampton.ac.uk/about-us/services-and-facilities/records-management-office/classification-and-retention-of-university-records/>. In general the below applies for the admissions process:

Scenario	Personal Information	Retention
Successful applications (e.g. enrolled as a student)	Personal information and records documenting the handling of applications for admission	End of student relationship + 6 Years
Unsuccessful/Withdraw Applications (e.g. did not enrol as a student)	Personal information and records documenting the handling of applications for admission	Current academic year + 1 Year
Disclosure and Barring Service (DBS)	Records documenting DBS checks carried out on students	6 months (issue number will be retained on student record)

Your Rights

Under GDPR you have the right to:

- **Be informed** – right to know that we are processing your personal data and what we are doing with it (e.g. detailed in privacy notices);
- **Access** – right to see personal information which we hold about you;
- **Rectification** – right to ask that we rectify inaccuracies in the personal data which we hold about you;
- **Erasure** – right to request the deletion of your personal data;
- **Restrict** – right to restrict the processing of your personal data;
- **Portability** – right to request a copy of your data in machine readable format;
- **Object** – right to object to the processing of your personal data at any time;
- **Challenge** – right to challenge automated decisions.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Further Information

If you have any concerns with the way in which we process your personal data or have a query with regards to this Privacy Notice, please contact our Data Protection Officer (Phil Oakman) at Recordsmanager@northampton.ac.uk or by phone on 01604 892823