

## York St John University

### Accommodation Services – Privacy Notice

All personal information gathered and held by York St John University relating to its students is treated with the care and confidentiality required by the General Data Protection Regulation (GDPR) and Data Protection Act 2017 - 2019 (the data protection legislation.)

The categories of information that we collect, hold and share:

The University collects and processes a broad range of information about you in order to deliver our accommodation service, manage our operations effectively and meet certain legal requirements.

The type of personal data and sensitive personal data we may process about you includes:

- your full name;
- your student number;
- your home/ permanent and term time addresses and other contact details such as landline/mobile phone numbers and email addresses;
- your date of birth;
- your nationality;
- any disability or other medical information that has been provided to the University;
- student status

### How do we collect your information?

We will collect your information in the following ways:

- from you when you complete the University's admissions processes and register as a student;
- from you when you register an Accommodation Account;
- from you when you complete an Application for Accommodation;
- from you when you communicate with us by telephone, email, in person or via social media, for example in order to make enquiries or raise concerns;
- when you apply to study at the University and complete enrolment forms via the Universities and Colleges Admissions Service (UCAS);
- when you use or interact with the University security provider in respect of accommodation issues.
- when you suspend, withdraw or terminate from your university course

If we obtain personal data about you from a third-party source, we would look to ensure that the third party has lawful authority to provide us with this information.

### **Why we collect and use this information:**

We process your personal data because it is necessary for the performance of an accommodation contract with you, or because you are asking us to take specific steps before entering into a contract. We need to be able to fulfil our contractual obligations to you, and in this respect, we use your personal data for the following:

- Provision of university accommodation - this purpose may include processing sensitive personal data you disclose regarding health conditions or disabilities relevant to your accommodation if you have given your explicit consent for us to do so.
- Provision of support services to students such as Wellbeing Services
- Notification to partner provider of change in student status - if you cease to be a full-time student, you would be unable to remain in university accommodation or partner provider accommodation as you would be liable for council tax.

### **The lawful basis on which we use this information**

We collect and use student information for necessary general administrative purposes listed above, and this is covered under GDPR Article 6 (1)(e) where the processing is “necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”.

### **Why we share student information:**

We may share limited student information with a variety of third parties including:

- Crime prevention or detection agencies (e.g. the police)
- Our security contractor where there is a legitimate reason for their receiving information
- Other accommodation providers/suppliers where there is a legitimate reason for their receiving information.

We do not share information about our students with anyone without their knowledge and consent unless the law requires us to do so.

### **How your data is protected:**

All data is stored electronically and we take a range of measures to protect your information, including:

- Using secure access e.g. firewalls and encryption to secure file servers
- Granting appropriate levels of access to the accommodation management software for individual members of staff

### **Requesting access to your personal data**

Under data protection legislation you have the right to request access to the information we hold about you (your personal data). To make a request you should contact The University Secretary at [us@yorksj.ac.uk](mailto:us@yorksj.ac.uk). You also have a right to:

- Object to processing of your personal data that is likely to cause, or is causing damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed: and
- Claim compensation for damages caused by a breach of data protection legislation

If you have a concern about the way we are collecting and using your personal data we request that you raise your concern with us in the first instance. You can alternatively contact the Information Commissioner's Office at <https://ico.org.uk/>