

YSJU Applicant Data Protection Statement

| | | | |
|---------------------------------|---------------------------|---------------------------|-------------|
| Scope: | Applicants | Version: | 2 |
| Approved by: | Head of Admissions | Effective date: | August 2022 |
| Responsible departments: | Governance and Compliance | Last updated date: | July 2022 |

All personal information gathered and held by York St John University relating to its applicants is treated with the care and confidentiality required by the General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

1. Categories of Applicant Data We Process

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

- personal information such as name, address, email and telephone number, as well as date of birth, passport number or national identity card details. We will allocate you a unique student number;
- personal characteristics such as ethnicity, language, nationality, country of birth;
- information relating to your education and employment history, the school(s), sixth form college(s) and other colleges you have attended, the courses you have completed, dates of study and examination results;
- special categories of data and information about criminal convictions and offences including information concerning your health and medical conditions, certain criminal convictions for particular programmes following completion of an annual declaration.

2. How We Collect Applicant Data

We obtain personal data about you from a number of sources:

- when you make an application and complete other admissions processes and procedures;
- when you communicate with us during the admissions process via telephone, email or via our website;
- in various ways as you interact with us during the course of your studies or when you access our services (e.g. careers advice, student funding advice, study and wellbeing support);

- from third parties such as UCAS, Government Departments such as the Home Office or the Student Loans Company, or your previous or current school, sixth form college, university or employer who may provide references or sponsor information.

3. Why We Collect Applicant Data

The Admissions Office retains the information gathered about its applicants on the central students' record systems (SITS). If an applicant is successful in their application and decides to register with us, this data will be supplemented during the registration process. (Please see Student Data Protection Statement). During the admissions process, we will use your data for the following purposes:

1. making initial decisions on your application;
2. making further enquiries to verify qualifications and references;
3. contacting you in order to arrange interviews (where appropriate);
4. internal statistical research and monitoring our performance and equal opportunities;
5. to provide you with further information about your course and other information directly related to your studies;
6. if you are an international applicant, to assist you in applying for the student visa;
7. to help you to meet non – academic requirements, such as DBS and medical checks;
8. the administration of individual students' academic matters including enrolment, assessment, attendance, managing progress, academic misconduct investigations, certification and graduation;
9. carrying out audits (e.g. to ensure compliance with our regulatory and legal obligations);
10. providing student support services. For example, putting support in place prior to arrival, for students with identified additional needs.
11. In accordance with Data Protection Act 2018 Schedule 1, the University will share data internally in certain circumstances to ensure the health, safety and wellbeing of its students by 1) safeguarding individuals at risk and 2) providing care and support where individuals are experiencing or are at risk of physical, mental or emotional harm. Arising from this, the University will contact a student's emergency contact, as documented on the student's contact record, where a student is deemed by the University to be at immediate risk of harm.

Personal data about students is also held on the following, separate IT systems during the admissions process:

- University servers for services such as e-mail and security access

- University's Student Accommodation System
- Student Information Desk customer service system

4. The Lawful Basis for Processing Applicant Data

We collect and use student information for necessary general administrative purposes listed in 1-11 above, and this is covered under UK GDPR Article 6 (1)(e) where the processing is "necessary for the University to perform a task in the public interest or for its official functions".

The processing of special category data is covered under UK GDPR Article 6 (1)(e) and Article 9(2)(g) where processing is "necessary for the University to perform a task in the public interest or for its official functions". The processing satisfies the substantial public interest conditions set out in Paragraph 8 of Part 2 of Schedule 1 of the DPA 2018, where processing is "necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained".

5. Why We Share Applicant Data

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

- Government departments and agencies where we have a statutory obligation to provide information (e.g. the Higher Education Statistics Agency (HESA), the home office (in connection with UK visas and immigration) Further information about these data collection requirements can be found here.
- Crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions)
- Your employer if you are applying for a degree apprenticeship. This is necessary as the degree apprenticeship courses are a three way partnership between you, your employer and the university
- We run a number of courses in partnership with other institutions. In these cases, we will share your information with the partner institution. The fact that your course is offered in partnership with another institution will be made clear in our publicity.
- Some of our courses have requirements for applicants to have DBS (criminal records) checks and medical checks. These checks will be conducted by external companies.
- Our employees, agents and contractors 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.

6. Additional Notices, Guidance and Policies

We also have some additional notices and guidance with other information about the way in which we process your personal data:

- Our website – we use Cookies (that collect your personal data) throughout our web pages. Please see our Privacy & Cookies Policy
- Admissions Policy – we set out the way in which we run our admissions process. <https://www.yorks.ac.uk/media/content-assets/admissions/documents/Admissions-Policy-2022:23.pdf>
- Applicants Terms and Conditions – terms and conditions which will apply if we make you an offer: <https://www.yorks.ac.uk/media/content-assets/admissions/documents/Student-terms-and-conditions-2022-23.pdf>

7. Retention Periods

Your personal information will be retained in accordance with York St John's departmental Data Retention Schedules. Your personal information will be securely deleted once it is no longer required for the purposes for which it was collected.

8. 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's Governance and Compliance team via gov.compliance@yorks.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/>.

9. Contact Information

If you would like to discuss anything in this privacy notice, please contact the Admissions team via admissions@yorksj.ac.uk.