

Privacy Notice for University of Sunderland, Centre for Graduate Prospects

Data Controller

Data Controller Name: University of Sunderland

Data Protection Officer: Sam Seldon

ICO Registration Number: Z6120473

Registered Address: 4th Floor Edinburgh Building,

City Campus

Chester Road

Sunderland

SR1 3SD

Department Responsible

for processing: Partnerships & Work-Integrated Learning, Centre for
Graduate Prospects

Contact email: wil.enquiries@sunderland.ac.uk

Changes to this notice

From time to time the University will make minor modifications to this notice, where a more substantial change is required we will inform you of these changes and provide you with a link to the newest version of the notice.

Overview

This privacy notice explains how the University of Sunderland will use, handle and look after your personal information. This will be in accordance with the University's Data Protection Policy <https://ts.sunderland.ac.uk/csig/information-governance/information-governance-policies/data-protection-policy/>.

The notice will also inform you of your rights under data protection laws.

What do we collect?

As part of our business and stakeholder engagement activity, we operate a number of pages that support engagement with The University of Sunderland's Centre for Graduate Prospects and its services. We collect and process personal data relating to individuals employed by, or representatives of, partner organisations. This includes biographical information, contact details and administrative records.

How do we collect data?

We collect personal information and data about individuals and representatives when:

- You visit our website or contact us via phone or email in respect to any of our services
- You make an enquiry through an online booking page/form
- Register interest in business relationship activities
- Book a place at a conference/event
- Your enquire or inform us of any other matter

If you provide us with personal data about a third party, you warrant that you have obtained the express consent from the third party for the disclosure and use of their personal data.

Why do we collect personal data?

We ask you to provide your personal information when you complete our online forms for a variety of purposes:

- To quickly and effectively connect you to the relevant team/department/service
- To provide you with the information you have requested in a timely and accurate manner
- To communicate with you regarding events and activities hosted and organised by the University
- To tailor our communications to you

We communicate with named individuals at organisations via email, phone and post in relation to:

- University of Sunderland Students and Graduates for academic, employability and enterprise purposes

- University of Sunderland research and consultancy purposes
- Support for the University as partners and advocates
- To seek feedback, views and professional insights about performance
- To seek input from partners regarding projects, programmes and research

How do we use your data?

Most commonly, we will use your data in the following circumstances:

- To inform you about Centre for Graduate Prospects services, updates and changes
- To help us identify you and any business engagement we have with you
- To provide customer care, including responding to your requests if you contact us with a query
- To carry out marketing and statistical analysis
- To enable us to review, develop and improve our services
- To provide you with information about services that you request from us or those which we feel may be a legitimate interest to you
- To comply with our legal, regulatory or contractual obligation we have with you
- To understand the behaviour of visitors to our site/pages

How we store your personal data

Your personal information is stored securely within the University's servers with restricted access. Our Centre for Graduate Prospects Staff are trained in the secure handling of personal data.

Who has access to your data?

Access to personal data is restricted to only members of the University to whom this information is pertinent. Access is controlled and all employees of the University of Sunderland that are given access understand that they have an obligation to maintain and uphold confidentiality at all times.

Data Retention

We will retain your data in accordance with the [University's Retention Schedule](#).

Data will be stored for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal or reporting requirements. Where you have requested to be added to marketing or mailing lists your details will be retained until you choose to unsubscribe (you can unsubscribe by emailing wil.enquiries@sunderland.ac.uk) to those communications.

Steps will be taken to remove data which is no longer needed for specific purposes as soon as we identify the data is no longer required.

Your rights under GDPR

Under the General Data Protection Regulations, you have 8 fundamental rights as follows:

1. The right to be informed

The University is obliged to provide you with information on how we plan to process your data, we do this by means of a privacy notice. The University does this in order to process your personal data in a transparent manner.

2. The right of access

You as the data subject have a right to access the personal (and supplementary) information that we hold, you also have the right to be made aware of and to verify the lawfulness of the processing undertaken.

3. The right to rectification

If you find that we hold incorrect or incomplete data about you, then you have the right to request this information is rectified.

4. The right to erase

This right enables you to request deletion or removal of your personal data when there is no longer a compelling reason for its continued processing.

5. The right to restrict processing

Under certain (defined) circumstances you have the right to request that we restrict the processing we undertake using your personal data.

6. The right to data portability

You have the right to request your personal data, which is held electronically, to be provided to you in a reusable format, such as a .csv file.

7. The right to object

You have the right to object to processing based on legitimate interests or in the performance of a task in the public interest (including profiling). This also applies to direct marketing and purposes of scientific/historical research and statistics.

8. Rights in relation to automated decision-making and profiling

You have the right to object to your data being used in automated decision-making or profiling.

In the first instance, we would ask that you contact the department within the University that is processing your personal information. The contact details for this department can be found in the first section of this notice.

If you are unhappy with how your request has been handled, or have not received a response from the individual department, please contact the Data Protection Officer either by email or by post. The email address for the Data Protection Officer is dataprotection@sunderland.ac.uk.

Should you still feel that your request has been handled inadequately, you have the right to complain to the supervisory authority in the UK, this is the Information Commissioners Office, details of how to complain can be found at <https://ico.org.uk/concerns/>.

Legal basis for processing your data

The UK GDPR regulations state that ‘personal data shall be processed lawfully, fairly and in a transparent matter in relation to the data subject’. In order to meet these requirements, the University must have at least one legal basis to process your data. These are shown below,

(The UK GDPR may be subject to change. If changes are significant then we will communicate them to you).

Table 1 – Legal Basis for Processing Student and Potential Student Personal Data

No	Specific Purpose	Legal Basis
1	Management of enquiries and communications with prospective students regarding our services, events and activities.	Consent
2	Communicating with offer holder regarding the application and enrolment processes, including communicating information and services pertinent to their offer of study.	Necessary for the contract.
3	Communicating with offer holder regarding the application and enrolment processes, including communicating information and services pertinent to their offer of study.	Necessary for the contract.
4	Processing applications of study and enrolment as a student which can include the processing of criminal convictions data, DBS checking and health information.	Necessary for the contract.
5	Administration of induction events, registration of students on courses and transfers to new courses.	Necessary for the contract.

6	Evaluation of academic assessment and other coursework.	Necessary for the Explicit consent w information
7	The provision of University accommodation, this may include processing special category information if this is relevant to your accommodation, for example meeting the needs to health conditions or disabilities.	Access is optional gained, this will b special category o issued upon first c
8	Administration and management of your interactions with additional support services such as careers advice, counselling services, financial advice and access to sporting activities and car parking.	Legitimate interes
9	The provision of career advice and student employability initiatives via service management systems.	Legitimate interes
10	Processing safeguarding concerns to ensure the safety and wellbeing of our students.	Necessary for the
11	Monitoring student attendance at lessons, the submission of assessments and engagement with course material available on Canvas.	Necessary for the
12	To offer facilities and services central to your studies such as Library access and access to IT equipment.	Necessary for the
13	Granting of awards.	Necessary for the
14	Processing and recovery of University fees, including course and accommodation fees.	Necessary for the performance of a
15	Administration and management of job applications and employment contracts where the student is employed by the University in schemes such as Student Ambassadors or Residential Support Assistants.	Necessary for the public interest
16	To monitor our compliance with equalities legislation.	Legitimate interes
17	Registration as a member of the University alumni upon graduation. Your data as an alumnus will be processed in accordance with the University's alumni data protection notice.	Legitimate interes

18	Monitoring the use of IT services in accordance with our Acceptable Use Policy.	Legitimate interest
19	Administration of financial awards and prizes such as scholarships, bursaries and grants, including grants and scholarships provided by third parties.	Legitimate interest
20	Provision of immigration welfare services for international students, including applications for visa extensions.	Consent
21	Administration of external and internal student surveys, including collection of feedback on distinct services such as Library services and careers services.	Legitimate interest
22	Administration of complaints (including those complaints escalated to the University by partner institutions and Students Union) , investigations and disciplinary proceedings concerning student misconduct, including investigations into academic misconduct in accordance with the University's procedure for handling academic misconduct, fitness to practice and fitness to study.	Necessary for the
23	Administration of academic appeals issued by students brought against the University.	Legitimate interest
24	For research and statistical analysis into Learner Analytics.	Necessary for per interest or legitim comply with a leg
25	Production of statistical returns required by certain third-party bodies e.g. Higher Education Statistics Agency (HESA).	Necessary for the
26	Administration of the University CCTV system in accordance with the University's CCTV policy.	Legitimate interest