



# UNIVERSITY OF WINCHESTER

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## Privacy Notice: Registration and Re-enrolment

The University of Winchester treats very seriously both the personal data and the sensitive personal data it processes on behalf of primarily its students and staff members, and also a wide range of other people who it works with and has contact with. These include for example potential students and those who apply to study at the University.

The University has been and is continuing to work hard to comply fully with the new General Data Protection Regulation (GDPR) which is enforceable from 25 May 2018. The GDPR makes a number of key changes to data protection law in the United Kingdom and within the European Union (EU) and potentially beyond the EU. More information on these changes, which include strengthening of some individual rights and some new individual rights can be found on The Information Commissioners' Office (ICO) website at: <https://ico.org.uk/>

The ICO will enforce compliance with the GDPR from 25 May 2018.

### **DATA PROTECTION DECLARATION:**

The data collected as part of this process will be used for various educational administration and other purposes by the University, and these include (as detailed below) under the section headed 'The purposes of the processing':

- Compliance with external statutory reporting
- Data collection and data processing for educational administrative purposes
- Institutional research for improvement of services to students and the student experience (based on consent, which can be withdrawn up to the point that the information is anonymised)
- Compliance with legal obligations where the University is required to provide personal data.

The records created with regard to this data are subject to regulation by The General Data Protection Regulation (GDPR) and Data Protection Act 2018.

The information contained in our records may be used for reporting, both internally within the University and to external bodies, who may include grant, loan or sponsor administrators and the Student Union. In submitting your data, you are confirming your agreement and awareness of your data being processed in line with this declaration and this privacy notice ('fair processing' notice) more generally.

For some sections you will be asked to confirm whether the details displayed are accurate, and in other sections we will be asking you to supply information we do not already hold.

The University processes both personal data and sensitive personal data under a range of different 'lawful bases' depending on the nature of the respective 'processing purposes'.

For the 'personal data' of students. These 'lawful bases' include one or more of:

- 'Public task' (as the University is designated as a 'public authority' in law) □ Contract
- Legal obligation; and
- Consent.

In addition for sensitive personal data, the University processes under one or more of the 'lawful bases' conditions listed in Article 9(2) of the GDPR.

The 'purposes of the processing' range from for example:

- Compliance with external statutory reporting to Higher Education Statistics Agency [www.hesa.ac.uk](http://www.hesa.ac.uk) and Education & Skills Funding Agency <https://www.gov.uk/government/organisations/education-and-skills-funding-agency>
- Data collection under the lawful bases of 'public task' and 'contract' for educational administrative purposes
- Institutional research for improvement of services to students and the student experience (based on consent, which can be withdrawn up to the point that the information is anonymised)
- Compliance with legal obligations where the University is required to provide personal data under for example a subject access request made by the student under The General Data Protection Regulation (GDPR).

Linked to its above mentioned 'processing purposes', the University processes a specific amount of personal data, which includes for example the names and contact details of students, prospective students and staff. Such processing enables students to undertake their courses and for staff to be paid for their work.

In certain specific circumstances and linked also to its above mentioned 'processing purposes' and where there is also an additional 'lawful basis' for this further processing, the University may process a specific amount of sensitive personal data. This is done in line with ICO guidance, and in this case includes information about gender, ethnic origin and religion for example, in order to help us monitor and improve our services. The sensitive personal data is processed under the lawful basis of your explicit consent as listed in the GDPR Article 9(2)(a). If you do not consent to the University processing your sensitive personal data you should select 'prefer not to answer' under each question. You may withdraw your consent by contacting us via email:

Sometimes the University has a requirement to share this information with groups of recipients. This include sharing details within the University and for external reporting purposes to HESA and with The Education & Skills Funding Agency.

For students interested in studying abroad, there will be the need to share their data with the relevant organisation(s).

Personal data and sensitive personal data will be kept for no longer than necessary, and these decisions will be made in line with legal requirements, the relevant University policies and in light of relevant best practices.

There are a number of individual rights available, and more information on these can be found at <https://ico.org.uk/>

If 'Public task' has been used as the lawful basis for a particular 'processing purpose,' individuals have a right to object. More information on this 'right to object' can be found at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/right-to-object/>

If 'Contract' has been used as the lawful basis for a particular 'processing purpose,' individuals have a right to data portability. More information on this 'right to data portability' can be found at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/right-to-data-portability/>

If 'Legal obligation' has been used as the lawful basis for a particular 'processing purpose,' the individual has no right to erasure, right to data portability, or right to object.

If consent has been used as the lawful basis for a particular 'processing purpose', there is a right to withdraw consent (if applicable), as noted above with the email address there needed to notify us of this.

There is a right to lodge a complaint with a supervisory authority. This is the ICO, who can be contacted in various ways as listed at: <https://ico.org.uk/global/contact-us/>

The majority of the personal data held by the University is obtained from the individual it relates to. However, in certain circumstances data may be provided by partner organisations for example UCAS.

In some cases, individuals are under a statutory or contractual obligation to provide the personal data (if applicable, and if the personal data is collected from the individual it relates to).

We review and update (where necessary) this policy statement in line with current guidance and developments.

The data protection officer for the University is:

Joe Dilger, Data Protection Officer,  
The University of Winchester, Sparkford Road  
Winchester, Hampshire.  
SO22 4NR.  
United Kingdom.

Tel: +44 (0) 1962 841515, Ext. 7306.

Email: [Joe.Dilger@winchester.ac.uk](mailto:Joe.Dilger@winchester.ac.uk)

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The name and contact details of our organisation are:

The University of Winchester,  
Sparkford Road Winchester,  
Hampshire.  
SO22 4NR.  
United Kingdom.

Tel: +44 (0) 1962 841515  
Fax: +44 (0) 1962 842280

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Document prepared and dated:

**Dated: 31 July 2018.**

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