

Privacy Notice for UWE Bristol Online

Purpose of the Privacy Notice

This privacy notice explains how the University of the West of England, Bristol (UWE Bristol) collects, manages, and uses your personal data for the purpose of delivering post -graduate online programmes. ‘Personal data’ means any information relating to an identified or identifiable natural person (the data subject).

This privacy notice adheres to the General Data Protection Regulation (GDPR) principle of transparency. This means it gives information about:

- How and why your data will be used;
- What your rights are under GDPR; and
- How to contact UWE Bristol in relation to questions, concerns or exercising your rights regarding the use of your personal data.

This privacy notice describes the application, registration process and delivery of services.

If you are offered a place and subsequently enter into a contract with UWE Bristol, your personal data will also be processed in accordance with the UWE Student Privacy Notice which can be found [here](#).

Why are we processing your personal data?

To support your application for UWE Bristol Online, we are required to process your personal data in accordance with this Privacy Notice. This is to ensure we can identify you, support you, and provide you services throughout your student journey.

As a data controller we are committed to protecting the privacy and security of your personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (or any successor legislation) and any other legislation directly relating to privacy laws that apply (together “the Data Protection Legislation”). General information on Data Protection law is available from the Information Commissioner’s Office (<https://ico.org.uk/>).

How do we use your personal data?

The table below details the data processing involved and the lawful basis on which your data is processed, depending on how you engage with the University.

<p>Enquiries and prospects</p>	<p>When you request information, make enquiries about any of the University services or programmes, or sign up to a taster lecture or event, the personal data you provide will be used to fulfil your request or respond to your enquiry.</p> <p>The legal basis for processing this personal data is for the performance of a contract – processing of the personal data will take</p>
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	<p>place to take steps, at the request of the data subject, prior to entering a contract of study. [Article 6(1)(b) GDPR].</p> <p>You may be contacted by email, WhatsApp, SMS or telephone depending on what you have requested. Please note that, where you opt-in to communication using WhatsApp, any personal data processing will be subject to WhatsApp's own privacy policy. Please see WhatsApp's privacy information here.</p>
<p>Applications</p>	<p>If you make an application to the University's courses, the personal data, and any supporting documents (including references) you provide in your application will be used to identify you, process your application, verify the information, and confirm if you are accepted as a student. This includes the following personal data:</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address (including country) • Mobile number • Email • Fee Status • Unique Identifier • Nationality • Disability (yes / no) • Previous Qualifications • Nominated Contact details. • Passport Information • Personal Statement • Referee Information <p>The legal basis for processing this personal data is for the performance of a contract – processing of the personal data will take place to take steps, at the request of the data subject, prior to entering a contract of study. [Article 6(1)(b) GDPR].</p> <p>Please also refer to the UWE Student Privacy Notice to understand how special category data, such as disability will be processed as a UWE Bristol Student and the legal basis relied on, which can be found here.</p>
<p>Registration for the purposes of the delivery of your chosen programme of study.</p>	<p>Personal data will be used to identify you, process your registration, and verify information provided. This includes any personal data provided on your application form, any supporting documents provided as part of admission and any details provided by referees and/or recorded during any admissions processes or queries.</p> <p>In addition, the following may be collected:</p>

	<ul style="list-style-type: none"> • Bank account details • Billing address • Credit card or other payment information to process your payments <p>The legal basis for processing this personal data is for the performance of a contract – processing of the personal data will take place to take steps, at the request of the data subject, prior to entering a contract of study. [Article 6(1)(b) GDPR].</p>
<p>Maintaining your student record</p>	<p>A record will be kept of your application form and all supporting details and any referees. Records will also be maintained about your studies at the University and your use of the academic and non-academic facilities offered. The personal data will include your name, home address, email address, date of birth, course(s) studies, fee payments and information about your examinations, assessments, and results.</p> <p>The legal basis for processing this personal data is for the performance of a contract – processing of the personal data will take place to take steps, at the request of the data subject, prior to entering a contract of study. [Article 6(1)(b) GDPR].</p> <p>Please refer to the UWE Student Privacy Notice to understand how your personal data will be further processed as a UWE Bristol Student, which can be found here.</p>
<p>Marketing</p>	<p>You may be contacted by email, phone or through an electronic messaging service for the service of enquiries and for promotional activities. For further marketing related activities, including Alumni Services, please refer to the UWE Student Privacy Notice which can be found here.</p>

You can find out more information about lawful bases at the following webpage:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

We will always tell you about the information we wish to collect from you and how we will use it. We will not use your personal data for automated decision making about you or for profiling purposes.

Who do we share your data with?

UWE Bristol has engaged an external organisation, Skilled Education Limited (a company registered in England with number 12642946), to assist in the delivery of our online provision

(course enquiries, application to study, and ongoing non-academic support). Skilled Education Limited acts as the University's Data Processor and will process your data under the University's instruction. Its ICO registration number is ZB521877.

Your personal data may also be shared with third parties where required by law (e.g., with regulators and designated bodies such as JISC or OfS); where it is necessary to perform the contract with you and the third party is performing a service connected with that (e.g., processing payments, software provider for managing student records); or where there is a legitimate interest in doing so.

Where necessary there will be appropriate data sharing arrangements in place with any 3rd party providers with whom your data is shared. This also includes where Skilled Education Limited may use third party providers for the purposes of collecting your personal data when you make an enquiry about our programmes, sign up to an event or taster session, make an application, or receive non-academic support as a student.

Sharing and processing personal data outside the UK and EEA

Personal data can only be transferred out of the UK and EEA when there are safeguards in place to ensure an adequate level of protection for the data, such as where a country has received an 'adequacy decision'. There are certain limited circumstances in which your personal data will be shared with third parties outside the UK and EEA, which may include:

- where a third-party service provider uses servers outside the UK or EEA;
- where a partner educational institution is based in territories outside the UK or EEA
- where recruitment agents are outside the UK or EEA; and
- where placement providers are outside the UK or EEA.

In such circumstances, any transfer of personal data outside the UK or EEA will be subject to appropriate safeguards such as strict contractual arrangements, incorporating appropriate clauses that meet the requirements of data protection legislation.

How do we keep your data secure?

We take a robust approach to protecting your information with secure electronic and physical storage areas for data with controlled access. Access to your personal data is strictly controlled on a need-to-know basis and data is stored and transmitted securely using methods such as encryption and access controls for physical records where appropriate.

Alongside these technical measures there are comprehensive and effective policies and processes in place to ensure that those who process your personal information are aware of their obligations and responsibilities for the data they have access to.

By default, people are only granted access to the information they require to perform their duties. Mandatory data protection and information security training is provided to staff and expert advice available if needed.

How long do we keep your data for?

We will only retain your personal data for as long as we need it to carry out the purposes in this notice.

Please see our University Records Management Policy and Records Retention Schedules for more detailed information. These are available by contacting our Data Protection Office at dataprotection@uwe.ac.uk

Your Rights and how to exercise them

Under the Data Protection legislation, you have the following qualified rights:

- (1) The right to access your personal data held by or on behalf of the University;
- (2) The right to rectification if the information is inaccurate or incomplete;
- (3) The right to restrict processing and/or erasure of your personal data;
- (4) The right to data portability;
- (5) The right to object to processing;
- (6) The right to object to automated decision making and profiling;
- (7) The right to [complain](#) to the Information Commissioner's Office (ICO).

To protect your privacy and the privacy of others, we will verify your identity before giving effect to your rights. To exercise any of your rights please contact the Data Protection Officer.

How to contact us

We will always respond to concerns or queries you may have. If you wish to exercise your rights or have any other general data protection queries, please contact UWE Bristol's Data Protection Officer (dataprotection@uwe.ac.uk).

For further information relation to marketing and advertising please contact:

University of the West of England (UWE Bristol)
Frenchay Campus
Coldharbour Lane
Bristol
BS16 1QY

Email: marketing@uwe.ac.uk

Phone: +44 (0)117 965 6261