



University of East London Prospective Student Fair Processing Notice

Our contact details

The University of East London is the “Data Controller” for any personal data that we collect, use, store or otherwise process. Any queries relating to Data Protection should be directed to:

The Information Assurance Office

University Way

London

E16 2RD

Telephone 0208 223 2103

dpo@uel.ac.uk

The type of information we have

When you apply to study with us, register for one of our events or open days or sign up to hear more about studying with us, we collect the following data about you:

- Your contact details including your name, address, email, contact phone number;
- Geographical information;
- Information on your interests that relate to courses and events or recruitment activities on or off campus.

When you apply to study with us, we will collect the following personal data about you as part of your application:

- personal details (name, address, date of birth);
- phone numbers;
- email addresses;
- identity documents;
- agent information (for those students using an agent)
- gender
- gender identity
- photographs

- financial information
- academic marks
- appraisals
- references
- disciplinary information
- health and disability information
- ethnicity data
- sexual orientation
- religious belief data
- caring responsibilities
- personal data that is needed to provide academic and pastoral support.
- Emergency contact details

Lawful Basis

All personal data that is collected by us, is done so in accordance with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

When the University of East London processes your personal data, we are required to have a lawful basis for doing so.

As a prospective student when you sign up to hear more about studying with us or attend one of our events or open days, our lawful basis for processing your personal data is Legitimate Interest.

As a prospective student, that is applying to study with us, our lawful basis for processing your personal data is Contractual Obligation. If you accept an offer to study at the University of East London, a contract is entered into between you and the University.

Where we process special category data, such as data relating to ethnicity, religion, or information relating to your health or disability, we are required to rely on a separate lawful basis specifically for that type of personal data. The circumstances for processing will determine the lawful basis chosen.

Special category data, in relation to an application to study with us, is processed under legal obligations related to employment, social protection or social security law. We have further obligations under equality legislation, to ensure we provide fair and equal treatment.

How do we get the information and why we do we have it?

We collect personal data about you in the following ways:

- Web forms on uel.ac.uk including registrations for events or requests for more information;
- Direct emails to the Student Recruitment mailbox/email addresses;



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- Registrations for events;
- Via tablets at events in an electronic format;
- From applicants already in our student records system who have applied through UCAS, Department of Education (DfE), Common Application, partner institutions or directly to the University;
- Via our online application process;
- Via surveys and feedback forms.

We will use the personal data that we collect from you for the following purposes and will not use this data for any other purpose without telling you.

- To record and respond to your enquiry or to register and administer your attendance at a Student Recruitment Event.
- To provide communications relevant to becoming a University of East London Student.
- The promotion of our recruitment Open Days and Evenings
- The promotion of other recruitment initiatives either, on-campus, on-line, on-location in the UK or abroad;
- Analysis and reporting of prospective student data and statistics
- To process your application to study with us, including adding you to our database.
- If you are a prospective student in our database and make an application to us, we will use the data you provide to match your prospective student record with your application record to ensure the communications we send about the application process and studying with us are relevant.

Sharing your information

External Sharing

We may share data about you with third party processors contracted by the university. We use third parties to perform a range of tasks including databases and systems to process enquiries and applications, send email, SMS or video messages, make phone calls, use Live Chat or manage events and webinars. We work with marketing agencies to promote courses and advertise information regarding the university We work with overseas agents for international recruitment.

- The University takes its obligations with your data very seriously and will ensure that all appropriate safeguards and security provisions are in place and full compliance with its third-party agreements and privacy notice are monitored. For more information on the third-party processors we use, please contact the Data Protection Officer at dpo@uel.ac.uk.

Internal Sharing

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When you make an application with us, your personal data will be shared with the departments within the institution that are responsible for processing your application.

Cookies and Analytics

If you visit uel.ac.uk, we will send your computer a “cookie”, a small text file that resides on your computer’s hard drive. Cookies identify a user’s computer to our server but in no way gives the University access to your computer or any information about you, other than the data you choose to share. The University website uses cookies for collecting user information and allows us to make the website more useful by tailoring the services we offer from time to time. You can set your browser not to accept cookies, although you may not be able to access all of the features if you do.

The website also uses Google Analytics, a web analytics service provided by Google, Inc. Google Analytics sets a cookie in order to evaluate your visit to our website and compile reports and to help us improve the site.

Google stores the information collected by the cookie on servers in the United States. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. By using the UEL website, you consent to the processing of data about you by Google in the manner and for the purposes set out above. See Google’s Privacy Policy for more information.

Records Retention

Your personal data will be kept in line with the University Records Retention Schedule, which is available on request. This is a large document so, if you have any specific queries, please contact dpo@uel.ac.uk. Your personal data will be kept in line with the University Records Retention Schedule and will be disposed of when:

- We have met our legal retention requirements for your personal data or;

We no longer have a legitimate reason to maintain that data and it is considered not to contain information which has archival value to the University.

How we store your information

All personal data that we process about you will be stored securely and in line with the requirements set out in the GDPR. Wherever possible, we will store your data within the European Union (EU) or European Economic Area (EEA).

Where this is not possible, and we need to store your data outside of the EU/EEA, we will only do so when we are satisfied that appropriate safeguards are in place.

Your data protection rights

You have rights associated with how your personal data is used and managed. These rights include:

To be informed what personal data about you the University holds and what it is used for

To access your personal data

To update the personal data the University holds about you

To be informed how the University is complying with its obligations under the Act

To complain to the Data Protection Officer or Information Commissioner (ico.org.uk) and

To have personal data erased where there is no compelling reason for us to keep the data.

These rights are not absolute in every circumstance and several factors such as exemptions in law apply. Visit uel.ac.uk for more details. All requests to exercise any of these rights should be made to the Data Protection Officer at dpo@uel.ac.uk.

Where the processing of your personal data or sensitive personal data/special category data is based only on your consent, you have the right to withdraw their consent at any time by contacting the department or service who obtained that consent or UEL's Data Protection Officer. Examples of where we can only rely on your consent include marketing and promotions, or research.

If you are unhappy with our handling of your personal data or believe that the requirements of the Act (or any legislation arising directly from it) may not be fully complied with, please contact the Data Protection Officer in the first instance. The formal complaint procedure will be used if appropriate, and you have right to submit a complaint to the Information Commissioner's Office; further details can be found at www.ico.org.uk.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113