

## **Applicant Privacy Statement**

Throughout this Statement, “The University”, “we”, “our” and “us” refers to the Marketing, Recruitment & International Department of Swansea University (i.e. the Admissions Office, Student Recruitment Office, International Development Office etc.) and associated Colleges. “You”, “your” and/or “data subject” refers to those that have expressed an interest in becoming a future student at the University (both during the enquiry stage and application stage).

This statement explains how the Recruitment and Admissions Sections within the Marketing, Recruitment & International Department of Swansea University will handle and use your personal data information during the recruitment and application process.

Collecting personal data from you will enable us to have a better understanding of what you are interested in, it will allow us to keep in touch with you in order to keep you informed of our activities and developments, and it will give us the ability to best prepare you for being a future student at Swansea University.

The following Statement will demonstrate how the University will specifically use your personal data for admissions and recruitment purposes.

We are committed to protecting your information and being transparent about the information we hold. If however you would like to read more about the University’s commitment to protecting your personal information and being transparent as a whole, please visit the University Data Protection webpages.

### **Identity and Contact Details of the Data Controller?**

Swansea University is the data controller and is committed to protecting the rights of students in line with the UK Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR).

### **Contact Details of the Data Protection Officer**

Swansea University has a Data Protection Officer who can be contacted through [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

### **What information do we collect about you?**

We will collect information about you in the course of our interaction with you as a future student, for example, when you enquire, request a prospectus, send an email and/or apply to study with us. We may also receive information about you from outside the University, such as information from UCAS relating to undergraduates' UCAS applications, as well as information supplied by referees. Types of personal information processed include, though not limited to, the following:

### **Collection of information submitted via forms or via third party**

- Contact details
- Personal Information, such as Date of Birth for the purposes of safeguarding Children and persons aged under the age of 18 etc.
- Prior educational experience and attainment
- Employment history
- Immigration information (such as passport details, immigration history and English language proficiency)
- Financial information where required, for example, to assess eligibility for a Scholarship or eligibility for a CAS statement.
- Health information (including any disabilities) which fall under the special categories of data where explicit consent is required at the application stage.
- Health Questionnaire – Fitness to Practice – Medicine and CHHS

- Copies of Identification documents required for a Disclosure and Barring Service (DBS) Clearance Check
- For international students: Copies of passports, visas and any other documents required to ensure compliance with Home Office requirements.
- For UK and EU students: Copies of passports or any other documents required to assess fee status.

### How will your information be used?

During the recruitment and application process we will use your personal data for the purpose of assessing your eligibility to be a future Student at Swansea University. The purpose of the information processed includes, though not limited to, the following:

Purpose	Legal Basis and Justification
<p>Enquiries (or expressions of interest) made to the University will be used to create a record within our database, this allows us to guide you through the next stages of the process.</p>	<p><b>Justification</b> By contact us, you have expressed an interest in pursuing a degree course at Swansea. We identify you as a future student during the time that you are a 'true enquirer'</p> <p><b>Legal Basis as defined by GDPR</b> Processing is necessary for the performance of a contract with the data subject or <b>in order to take steps at the request of the data subject prior to entering into a contract.</b></p>
<p>Submitted applications made to the University will be used to assess your eligibility to be a future student at Swansea. (This does not include any information in relation to any declared health information).</p>	<p><b>Justification</b> By submitting an application we identify you are a future student during the time that you are 'true applicant'</p> <p><b>Legal Basis as defined by GDPR</b> Processing is necessary for the performance of a contract with the data subject or <b>in order to take steps at the request of the data subject prior to entering into a contract.</b></p>
<p><b>As a result of your application, we will also use:</b></p>	
<p>i) Supporting Information, such as Fee Assessments and Immigration History Assessments.</p>	<p><b>Justification</b> To ensure that an accurate assessment of your enquiry and/or application is made, we may require additional supporting information from you.</p> <p><b>Legal Basis as defined by GDPR</b> Processing is necessary for the performance of a contract with the data subject or <b>in order to take steps at the request of the data subject prior to entering into a contract.</b></p> <p>Processing of your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the University.</p>

<p>ii) Questionnaires will be necessary for Professional Health related courses.</p>	<p><b>Justification</b> Our professional programmes require, by law, that all students are fit to practice within their chosen career, therefore, police and health checks are a course requirement.</p> <p><b>HEALTH CHECKS</b> <b>Legal Basis as defined by GDPR to process special categories of data.</b> The data subject has given explicit consent to the processing.</p> <p><b>Legal Basis as defined by GDPR</b> Processing is necessary for the performance of a contract with the data subject or <b>in order to take steps at the request of the data subject prior to entering into a contract.</b></p> <p><b>POLICE CHECKS</b> <b>Legal Basis as defined by GDPR</b> Processing is necessary for the performance of a contract with the data subject or <b>in order to take steps at the request of the data subject prior to entering into a contract.</b></p> <p>Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.</p> <p>Additional lawful bases within the Data Protection Bill for processing special category data:</p> <ul style="list-style-type: none"> <li>• Schedule 1 Part 2 Paragraph 8 – preventing or detecting unlawful acts</li> <li>• Schedule 1 Part 2 Paragraph 9 – Protecting the public against dishonesty</li> <li>• Schedule 1 Part 1 Paragraph 1 - Employment, social security and social protection</li> </ul>
<p>Complaints and Appeals</p>	<p><b>Justification</b> To ensure consistency and fairness during the recruitment and admissions process, we have a complaints and appeals procedure, where additional information may be requested.</p> <p><b>Legal Basis as defined by GDPR</b> Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.</p>

<p>Information relating to Immigration Matters</p>	<p><b>Justification</b> All students who require a visa to enter the UK, by law, are required to submit additional information.</p> <p><b>Legal Basis as defined by GDPR</b> Processing is necessary for compliance with a legal obligation to which the controller is subject.</p> <p>Processing of your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the University.</p>
<p><b>Communicating with you:</b> Depending on the information that you have given during the recruitment &amp; admissions process, communications may be sent by post, telephone (and mobile) or electronic means, principally by email.</p> <p>Should you receive any unwanted messages, you will be able to unsubscribe at any point from any of our emails.</p> <p>We may also utilise the business functionality of social media to communicate relevant information that will guide you through the process. <i>Please note: users of social media platforms should be able to amend preferences within the settings of each platform.</i></p> <p>You can also get in touch directly should you wish to update your preferences.</p>	<p><b>Justification</b> For necessary communications in relation to your future study:</p> <p><b>Legal Basis as defined by GDPR</b> Processing is necessary for the performance of a contract with the data subject or <b>in order to take steps at the request of the data subject prior to entering into a contract.</b></p> <p>When sending you supporting information that will guide you through the process:</p> <p><b>Legal Basis as defined by GDPR</b> Processing is necessary for the purposes of Legitimate Interests pursued by the controller or by a third party expect where such interests are overridden by the interests or fundamental rights and freedoms of the data subject.</p> <p><b>Our specific legitimate interests are:</b> The University is able to offer students a wide variety of services beyond the scope of its primary aim of providing education. It is important we are able to offer these services to improve the student experience.</p> <p>Assisting students as much as possible in the application process also ensures they complete their application and decide to study with us.</p>
<p>Additional events that we offer, such as the Meet and Greet Service, Student/Teacher Conferences etc.</p>	<p><b>Justification</b> All additional services offered by us will have a sign-up method where consent will be required.</p> <p><b>Legal Basis as defined by GDPR</b> The Data Subject has given consent to the processing.</p>

<p>Sponsorships &amp; Scholarships</p>	<p><b>Justification</b></p> <p>There are a number of different sponsorships &amp; scholarships available during the process.</p> <p>Depending on the type of scholarship you are receiving the legal basis is different.</p> <p>For example: If you have applied for the scholarship</p> <p><b>Legal Basis as defined by GDPR</b></p> <p>The Data Subject has given consent to the processing.</p> <p>If the scholarship has been provided to you automatically because you meet a certain list of criteria (such as grades) then the legal basis is 'Contractual necessity'.</p> <p><b>Legal Basis as defined by GDPR</b></p> <p>Processing is necessary for the performance of a contract with the data subject or in order to take steps at the request of the data subject prior to entering into a contract.</p>
<p>Analysis and Profiling</p>	<p><b>Justification</b></p> <p>It is important for us to be able to use data for market research purposes to inform our future marketing activity and maintain market competitiveness. This is usually anonymised data to identify/analyse trends etc., however, personal data may be used also.</p> <p><b>Legal Basis as defined by GDPR</b></p> <p>Processing is necessary for the purposes of Legitimate Interests pursued by the controller or by a third party expect where such interests are overridden by the interests or fundamental rights and freedoms of the data subject.</p> <p><b><i>Our specific legitimate interests are:</i></b></p> <p>It is important for the University to use data for market research purposes to inform its future marketing activity and maintain market competitiveness.</p>

The legal basis as defined by the GDPR that we rely upon is to fulfil a future contract while you are identified as a 'true enquirer' and/or 'true applicant'

Definitions:-

'True Enquirer'	an applicant is only a 'true enquirer' during the year that they have enquired, if they have not submitted an application by the end of enrolment period of that specific academic year, they are no longer a 'true enquirer' and will be invited to opt in to receive further communications. i.e. if an applicant has made an enquiry for the academic year 18/19, if they have not submitted an application by 15 October 2018, an invitation to opt in will be sent. If they decide not to opt in, their record will be amended to 'do not contact'. However, the personal data will still be stored in the CRM until the end of the retention period or instructed to remove.
'True Applicant'	an applicant is only a 'true applicant' during the year that they have applied, if they have not enrolled by the end of the enrolment period of that specific academic year, they are no longer a 'true applicant' and will be invited to opt in to receive further communications. i.e. if an applicant has made an application for the academic year 18/19, if they have not submitted an application by 15 October 2018, an invitation to opt in will be sent. If they decide not to opt in, their record will be amended to 'do not contact'. However, the personal data will still be stored in the CRM until the end of the retention period or instructed to remove.

### What information do we receive from third parties?

As part of your application as a future student of Swansea University, we may receive your application or other information about your application from external sources. Sources include, though not limited to, the following:

Data we may receive	Source
Application data, which includes contact details and attainment, work experience, previous institution, contextual data and disability information	UCAS, Research Scholarship Projects such as M2A, KESS II and the UK Research Councils, The College, Erasmus, CAB, Kaplan and/or other Higher Education Institutions, if for example, your programme of study involves spending a period of time at an institution outside Swansea University.
References	Your chosen referee.
Your immigration status and history	Home Office (UKVI), Foreign and Commonwealth Office.
Transcripts (details of programmes undertaken or being undertaken at another institution, and your attainment)	Awarding bodies, HEDD, another institution and/or secondary schools.
Clearance confirmation	DBS, Police Checks, ATAS, NHS
Eligibility for The College or Swansea University	<p>The College, Swansea University is a joint-venture between Swansea University and Navitas, delivering pathway courses. The College, Swansea University is the successor to the embedded college of Swansea University, which was known as International College Wales Swansea (ICWS).</p> <p>If a student does not meet The College's entrance requirements for particular courses, then they may be eligible for study at Swansea University instead. The application is therefore shared from The College to Swansea University for processing.</p>

## Who receives your information?

Unless required by law, your data will not be shared with any organisations outside the University. However, where necessary, personal information will be shared in order to support and provide a service of the recruitment and admissions process.

This section outlines the major organisations and the most common circumstances in which we disclose information about students. Where this involves international transfer, information will only be transferred if it meets the conditions set down under Data Protection legislation and the General Data Protection Regulation (GDPR) legislation. Sources include, though are not limited to, the following:

Data we may share	Recipients
Enquiries (or expressions of data)	We may share your enquiry internally to the University college so that they can respond to your enquiry.
Application data, which includes contact details and attainment, work experience, previous institution, contextual data and disability information	We may share your application internally to the University colleges so that they can assess your eligibility as a future Swansea student.
Information relating to Immigration Matters (where required)	The University is licensed to sponsor migrant students under Tier 4 of the points-based system. The University will provide data to the Home Office to obtain a Confirmation of Acceptance for Study (CAS) number. A CAS number enables students to apply for a Tier 4 Student Visa. The University will also provide data about students on a Tier 4 Student Visa, to the Home Office and its departments, in order to fulfil its duties under its licence.
Eligibility for The College or Swansea University	<p>The College, Swansea University is a joint-venture between Swansea University and Navitas, delivering pathway courses. The College, Swansea University is the successor to the embedded college of Swansea University, which was known as International College Wales Swansea (ICWS).</p> <p>If a student does not meet Swansea University's entrance requirements for particular courses, then they may be eligible for study at The College instead. The application is therefore shared with The College for processing.</p>
Application data such as qualifications, where relevant.	UK's National Recognition Information Centre (UK NARIC) advises organisations like ourselves on comparisons of international qualifications against UK qualification framework levels. They do this by assessing the qualification through their online portal.
Application data such as updates on the processing activity	To sponsors and parents where consent has been provided.
Application data	Other Higher Education Institutions, if for example, your programme of study involves spending a period of time at an institution outside Swansea University.
Any other disclosures that the University makes will be in accordance with Data Protection Legislation and GDPR, and your interests will be considered.	

### **International Transfer of Your Information**

We do not normally transfer any of your personal data outside the EU. Any transfers that do occur will be done in line with the GDPR.

### **How long will your information be held?**

We will retain your personal information in line with our Retention Schedule. Click [here](#) for more details.

### **Security of your information**

Data Protection legislation requires us to keep your information secure. This means that your confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure. Only members of staff who need access to relevant parts or all of your information will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, while paper files will be stored in secure areas with controlled access.

Some processing may be undertaken on the University's behalf by an organisation contracted for that purpose. Organisations processing personal data on the University's behalf will be bound by a contractual obligation to process personal data in accordance with Data Protection legislation.

### **What are your rights?**

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. If you have provided consent to the Swansea University to process any of your data then you also have a right to withdraw that consent. Please visit the University [Data Protection webpages](#) for further information in relation to your rights.

Any requests or objections should be made in writing to the University Data Protection Officer:-

Mrs Bev Buckley  
University Compliance Officer (FOI/DP)  
Vice-Chancellor's Office  
Swansea University  
Singleton Park  
Swansea  
SA2 8PP  
Email: [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

### **Updating your preferences**

You will be able to update your preferences at any time on-line using the email address that you have used during the process of recruitment and admissions. The preferences form can be found [here](#).

### **Consequences of not providing the data when based on statutory or contractual requirement**

The University will unfortunately not be able to process your application if you refuse to provide the necessary information when based on contract or statutory requirement.



### **How to make a complaint**

If you are unhappy with the way in which your personal information has been processed you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)

### **Your responsibilities**

You have a responsibility to keep your personal details up-to-date. During the course of your studies you may have access to personal information about others. You are expected to treat this in a responsible and professional manner and are legally required to do this under data protection legislation, as well as any professional ethics or codes of conduct. If you are made aware of personal information in confidence then you are expected to not tell anyone without the individual's consent, unless there are exceptional circumstances. You should also not seek to gain others' personal data if you are not entitled. Disciplinary action will be considered for any University member who breaches Data Protection Legislation or a duty of confidence.

The University has a range of data protection policies and procedures in place which can be found [here](#):

**Reviewed and Updated: February 2019**