

# Privacy Notice for Applicants

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## A. Introduction

The purpose of this notice is to explain to you how the University may use any personal data collected from you or provided to the University by UCAS or the DfE. The policy contains examples of many of the common uses of such data. Applicants are made aware of the notice when the University confirms receipt of their application. The notice is also available on the University website.

## B. Who is processing personal data and special category data

Leeds Trinity University determines why and how your personal data is used and, as such, is considered legally to be the data controller of the personal data. This places legal obligations on the University including that the University must process personal data fairly and lawfully and in a transparent manner.

The University is registered with the Information Commissioner's Office as a data controller under the reference Z4817023.

## C. What personal data do we process

Leeds Trinity University processes personal data that is necessary for us to administer and deliver education services to you. This includes:

- information about you and your study and your communications with us including details of your education, qualifications and publications
- financial information gathered for the purposes of administering fees and charges, loans, grants, bursaries etc
- copies of passports, visas, and other documents required to ensure compliance with Home Office and other conditions

## **Special category data**

We may also process “special category data” which includes information about disabilities declared. No special category data is processed to assess eligibility to study on the programme applied for. This information is only used so that individual support needs may be discussed and any adjustments considered.

## **D. The legal basis for processing your personal and sensitive personal data**

### **(i) Contract**

We may process your personal data and special category data because it is necessary for us to do so in order to take steps at your request prior to entering into a contract with the University when applying to study either through direct application or through the DfE or through UCAS.

The University collects and processes personal information that is necessary to provide the required services to you for the contract and also to meet its legal and statutory obligations in delivering the contract.

The University only collects and processes information that is necessary to assess applicant eligibility to study on the programme applied for and to communicate with the applicant during the application process.

### **(ii) Legitimate interests**

We may use and process your personal information where it is necessary for us to pursue our legitimate interests or a third party's legitimate interests. Such legitimate interests can include:

- verifying the accuracy of data that we hold
- improving our services via staff training
- promoting equality and diversity throughout the university

### **(iii) Legal obligation**

We may also process your personal data for our compliance with legal obligations. This can include:

- compliance with regulatory obligations such as anti-money laundering laws and safeguarding requirements
- assisting with investigations (including criminal investigations) carried out by the police and other competent authorities

### **(iv) Consent**

The University will use consent as a lawful basis for some processing. Where we do so we always provide you with the choice as to whether or not to opt in to such processing.

## **E. What we use personal data and special category data for**

Leeds Trinity University processes your personal and sensitive personal data in accordance with data protection legislation for the following reasons:

- to assess eligibility of the applicant to study on the programme applied for
- to assess fee status
- to communicate with the applicant to inform the outcome of the application

- to communicate with the applicant to clarify or discuss further information that may be required relevant to the application
- to advise the applicant of the University's admissions policies and processes
- to provide details of University services and other information relevant to the application (e.g. accommodation and student support services)
- to manage University accommodation bookings should an applicant apply to live on campus
- equal opportunities monitoring
- evaluating the performance and effectiveness of the University including research and statistical analysis

## **F. Automated decision making**

The University does not use your personal data for making any automated decisions about your application.

## **G. Who will we share your data with?**

Your data will be shared internally within the University with staff and departments that require the use of the data in order to administer your application to study at the University. Staff will also use your personal data for the purposes of understanding the effectiveness of the University's recruitment and admissions processes.

Your data will not be shared with any external parties except in the following circumstances where there is a legitimate need to:

- for students requiring a Student visa we may use the services of an external partner (Eversheds-Sutherland LLP) to advise on matters of UKVI compliance
- for applicants who have applied to study a PGCE through a school partnership, the University will need to share personal data with the school partnership
- for applicants to Higher Apprenticeships the University will share personal data with the employer and the ESFA
- the assessment of medical declaration information in conjunction with an external occupational health partner (Work Life Health Ltd/ Heales Medical) and staff who are responsible for school based or clinical training
- for applicants responsible for working with children or adults during their placements, the University will share personal data with First Advantage to carry out an Enhanced Disclosure application with the DBS.

## **H. Accuracy of your personal data**

We encourage all applicants to notify the University if any changes are required or inaccuracies identified in the personal data that has been provided with the application. This can be done by contacting our admissions team at [admissions@leedstrinity.ac.uk](mailto:admissions@leedstrinity.ac.uk) or 0113 2837123.

Applicants who have applied through UCAS should also notify UCAS of the changes by contacting the UCAS Customer Experience team.

Applicants who have applied through DfE should also notify DfE of the changes by contacting them.

## **I. Will your data be sent or stored abroad?**

Some of the personal data we process about you may be transferred to, and stored at, a destination outside the European Economic Area (EEA), for example where personal data is processed by one of

our software suppliers who is based outside the EEA or who uses data storage facilities outside the EEA.

In these circumstances, your personal data will only be transferred where the transfer is subject to one or more of the appropriate safeguards for international transfers prescribed by applicable law (e.g. standard data protection clauses adopted by the European Commission); a European Commission decision provides that the country or territory to which the transfer is made ensures an adequate level of protection.

## **J. How long do we keep your data?**

The University will retain your personal data for no longer than is necessary to fulfil its contractual and regulatory obligations in line with our retention schedule available [here](#).

## **K. Your rights in relation to your data**

### **1. The right to be informed**

You have the right to be informed about the collection and use of your personal data and this privacy notice is part of the transparency requirements of data protection legislation.

### **2. Right of access**

You have a right to access the personal data that the University holds about you. A request to see the personal data held by the University can be made through a Subject Access Request. Further information about how to request this is available [here](#).

### **3. The right to rectification**

You have the right to have inaccurate personal data held by the University rectified or completed if it is incomplete.

### **4. The right to erasure**

Once personal data collected by the University is no longer necessary for the purpose for which it was collected and processed, you may have the right to have the data erased. The University manages the retention period of data held through its retention schedule.

### **5. The rights to restrict processing and to object to processing**

In certain circumstances you have the right to restrict the processing of your personal data. This is likely to arise when there is an issue concerning the accuracy or the legitimate grounds for processing of the personal data.

### **6. The right to object to processing**

You have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics.

The University will stop processing the personal data unless there are compelling legitimate grounds for the processing, which override your interests, rights and freedoms.

### **7. Rights to data portability**

You have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format. The University will respond to any Subject Access Requests in compliance with this. Further information about how to request this is available [here](#).

**Note:**

Detailed guidance on all of the rights you have with regard to the personal data that we hold and process about you is available on the ICO website here - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

**L. Contact us**

If you have any queries about this privacy policy or how we process your personal data you can contact us at: [admissions@leedstrinity.ac.uk](mailto:admissions@leedstrinity.ac.uk) or 0113 2837123

**M. Questions or concerns**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with our Data Protection Officer. If you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately) or if you would like to complain about how the University has used your personal data, please contact the University's Data Protection Officer at [dataprotection@leedstrinity.ac.uk](mailto:dataprotection@leedstrinity.ac.uk) or write to

Data Protection Officer  
Leeds Trinity University  
Horsforth  
Leeds  
LS18 5HD

Should you be dissatisfied with our handling of your concerns, you have the right to complain to the Information Commissioner at <https://ico.org.uk/concerns/handling>.

**N. Evaluation and review**

This policy will be formally reviewed every year by the Data Protection Officer and the relevant department(s) within the University. In addition, the effectiveness of this Policy will be monitored as necessary on an on-going basis to ensure it is compliant with relevant legislation.

This policy was last updated in May 2023.