

## Fair Processing Notice for Applicants

The University needs to process applicant personal data in order to manage the application process, for research and for quality assurance purposes. All processing will be undertaken in accordance with the Data Protection Act 1998.

Processing would include the following actions in relation to personal data: obtaining, recording, storing, organising, maintaining, updating, retrieving, using, disclosing and deleting the personal data. This personal data may include data such as name, address, date of birth, programme to be studied, personal statements, fee payments, information about examinations and references, passport and visa details.

The University will collect the following information:

- personal IDs, contact and personal information required in order to administer the application process.
- information required to make the decision about your suitability for your chosen programme of study
- passport and visa details in order to comply with Immigration Rules and Tier 4 guidance. This normally applies to international, non-EU student applicants, who require a visa to study in the UK
- equality and diversity monitoring and contextual information to enable the University to monitor the impact of its admissions policies and procedures on particular groups.

Personal information will be used internally but it may be necessary for some information to be passed on to third parties including:

- Certain data is required so that the University can fulfil its obligations to third parties such as the Higher Education Statistics Agency (HESA), the Higher Education Funding Council for Wales (HEFCW), the Quality Assurance Agency, and Council Tax officers.
- Regulatory bodies relating to the course of study, including but not limited to Nursing and Midwifery Council, Care Council for Wales, Solicitors Regulatory Authority.
- International, non-EU applicants, applying to the University should also note that in line with current UK immigration legislation the University of South Wales may be required to share information about you with various agencies. This could be regarding an immigration application you have made or, after enrolment, regarding your academic status. These agencies could include a British High Commission, a British Embassy, UK visas & Immigration (UKVI), other UK authorities or a financial sponsor if you have one. By agreeing to the Terms and Conditions you indicate that you understand we may share your information where legally appropriate and that you give your consent for these external agencies to share information with us regarding your immigration status or personal situation.

Information provided will be kept in line with the University's Records Retention Schedule: <http://uso.southwales.ac.uk/ig/rm/schedule/>

Further information on the University's Data Protection Policy is available on the University webpages: <http://uso.southwales.ac.uk/ig/dp/>