

Privacy Notice for Applicants

Applicants who submit an application to St Mary's University College confirm that they agree and understand the College's use of data and purposes for processing. St Mary's University College is registered with the Information Commissioner's Office and is legally responsible for complying with the Data Protection Act (1998), and the General Data Protection Regulation (GDPR) due to be implemented on 25 May 2018.

In order to carry out its functions and supply information internally and externally, St Mary's University College collects, holds and processes personal information relating to applicants. Applicants who subsequently become a student of the College, should refer to the Privacy Notice for Students available from: http://www.smucb.ac.uk/data_protection/privacy_notices.asp

The following statements explain our responsibilities in complying with data protection legislation, explaining why and how we collect your data and the purposes it is used for.

1 Why we collect your personal data?

Your personal data is required for us to:

- Carry out our admissions function in determining suitability for degree programmes offered at postgraduate and undergraduate level at St Mary's University College;
- Comply with our legal obligations and in carrying out the performance of a public task;
- Protect your vital interests, or those of another party, where necessary.

A list of the functions and general activities relating to student data is set out within the College's Official registration with the Information Commissioners Office and is available [here](#). Where there are activities or circumstances that are not covered under the general headings provided, we will ensure that you consent to data being processed.

2 How do we collect information about you?

We will collect your information in the following ways:

- Admission data through your application to St Mary's including personal contact details, school/college, qualifications obtained, course choice and equal opportunity data in relation to gender, disability and ethnicity;
- Personal information submitted as part of the personal statement including interests, hobbies, achievements and awards;
- Additional support needs relevant to admission and the selection process supplied on the application form and through follow up contact;
- Career choice and attributes relevant to a programme of study by means of interview;
- Character and academic references through a confidential reference request;
- Acceptance or decline of course offer through a College devised online facility;
- Criminal Record information indicated on an initial application which may require further clarification in relation to courses pertaining to regulated activity;
- Information related to the prevention and detection of crime and safety of College staff and students including, but not limited to, CCTV recording;

3 How do we use your personal data

St Mary's processes your data during application in order to:

- Assess your eligibility for courses applied for;
- Assist panel members for interview where required;
- Establish additional support needs during the selection process;
- Formulate decisions concerning offers and record acceptance;
- Administer complaint and quality assurance processes and arrangements;
- Conduct equal opportunities monitoring and equality impact assessments to ensure our policies and practices do not discriminate against individuals;
- Fulfil statutory reporting requirements;
- Respond to requests made under the Data Protection Act 1998 and any successor legislation;
- Notify you of College events relevant to your application.

Personal data, including sensitive personal data, may be shared between colleagues who legitimately need the information to carry out their normal duties to support you during the application stage. The College endeavours to ensure that sensitive personal data is only shared with colleagues with your explicit consent. However, circumstances may arise where this data is shared with colleagues without gaining your consent. This will only occur if it is necessary to protect your vital interests or the vital interests of another person; or for certain other reasons where it is not possible or appropriate to gain your consent such as disclosures to the police for prevention or detection of crime, or to meet statutory obligations relating to equality monitoring.

4 Who is my personal data shared with outside of the College?

St Mary's may share personal data to third parties outside of the College as part of its legal obligation, official function or in the interests of protecting the vital interests of an individual or third party. A list of external organisations and the purpose for sharing information is supplied below:

Third Party	Purpose for Sharing information
Educational loan providers (including Student Loans Company)	For the purposes of confirming identity, course offer and acceptance in order to facilitate and enable the provision of financial support to you as appropriate.
Queen's University Belfast	Personal details will be passed to Queen's University Belfast at the end of August for applicants who accept an offer to prepare for the student registration process.
Medical Professionals/ GP	Health information may be shared with medical professionals in order to assess fitness to practice, particularly for initial teacher education programmes.
Schools/ employers as referees	For the purposes of obtaining a reference and/ or confirming qualifications where required.
Interview Panel Members	The College will invite external panel members for Initial Teacher Education interviews to participate in the selection process including teachers, principals from schools. They will have access to application

	form details including name, address, personal statement and qualifications (but not sensitive information such as disability, ethnicity, etc).
Home Office, UK Visas and Immigration (UKVI)	In order to fulfil the College's obligations as a visa sponsor.
Access NI	Where an Initial Teacher Education applicant has accepted an offer, a disclosure application will need to be completed in order to apply for a criminal record check.

5 Transfer of personal data to other countries

Where data is shared within the UK, or the European Union (EU), the third party will be required to comply with and safeguard the data under the terms of the DPA and appropriate EU regulations. In relation to the application process, data will not be shared unless provision is made in section 4 above.

6 How long will we keep your personal data?

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with the College Disposal and Retention Policies. Data will be securely destroyed when no longer required.

7 Your rights

Your rights relating to your personal data include:

- To be informed what personal data the College holds about you and what it is used for;
- To access your personal data;
- To update the personal data the College holds;
- To be informed how the College is complying with its obligations under the Data Protection Act 1998, the General Data Protection Regulation and any successor legislation;
- To complain if you do not believe that the College's Data Protection Policy has been followed.
- You will have additional rights under the GDPR i.e. the right to rectify inaccurate information; to restrict processing; to object to processing; to data portability; and the right to erasure. These rights are limited in certain circumstances by the GDPR.

You may request a copy of the personal information held about you by the College. If you wish to make such a request you should do so, in writing, to the Data Protection Officer.

Contact Information

If you have any concerns regarding the processing of your data or data sharing by the College, please contact:

The Data Protection Officer
St Mary's University College
191 Falls Road
Belfast
BT12 6FE

Tel: (028 90268304).

You also have the right to complain to the ICO if you are unhappy about the way the College handles your personal data: <https://ico.org.uk/concerns/>

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