

## **Business and Digital Technologies Pathways programme – Privacy Notice**

The University of Winchester treats the personal data and special category data entrusted to its care very seriously. It complies fully with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time. All data is processed in line with data protection principles.

In submitting your personal data to the Business and Digital Technologies Pathways programme you acknowledge that the University of Winchester, will process your personal data for the reasons and purposes outlined within this notice.

### **Lawful basis for processing**

For the Business and Digital Technologies Pathways programme, the University processes your personal data under the lawful basis of 'Public Task' – Article 6(1)(e) as set out under the UK GDPR.

### **Purposes for processing**

The information collected is used for the administration of the Business and Digital Technologies Pathways programme.

This will include administration of the programme activities, and the notification and retention of those eligible to receive reduced contextual offers.

### **Data Collected**

Name, telephone number, email address, year of study, school or college, course of interest and current application status.

### **Access, sharing and storage**

Appropriate University staff will have access to the personal data. This may include sharing information with other departments within the University, such as the Admissions Team.

Information will not be shared with any third party without written consent or unless the University is required to do so by law, any court or tribunal, or any professional regulator such as the Office for Students.

Information will be stored securely within university systems. Strict procedures are in place to ensure limited and secure access.

### **Retention Period**

All recorded information will be kept for a period of 3 years, as determined by our legitimate business needs and any legal obligation which may apply. After this retention period, all information will be confidentially destroyed.

### **Rights**

As an individual you have rights available to you regarding the use of your data. More information on these rights can be found [here](#). To exercise any of these data rights, please contact the Data Protection Officer, whose details are listed below.

### **Name and contact details of organisation and representative**

If you have any queries or concerns about the use of your personal information, please contact:

Stephen Dowell, Data Protection Officer

Address: University of Winchester, Sparkford Road, Winchester, Hampshire, SO22 4NR

Tel: 01962 841515 Ext.7217

Email: [DPO@winchester.ac.uk](mailto:DPO@winchester.ac.uk)

**Right to lodge a complaint with the ICO**

You also have the right to complain to the Information Commissioners Office if you are unhappy with how we have used your data. The ICO can be reached in the following ways:

Address: Information Commissioner's Office, Wycliffe House,

Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

Website: [ICO.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint)