

PRIVACY NOTICE – Financial Assistance Funds

1. Identity and contact details of the Data Controller

The University of Gloucestershire is registered with the Information Commissioner’s Office as a Data Controller and is committed to protecting the rights of individuals in line with Data Protection legislation. A copy of this registration can be found [here](#).

2. Contact details of the Data Protection Officer

The Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact the Data Protection Officer at:

Data Protection Officer
University of Gloucestershire
Fullwood House
The Park
Cheltenham, GL50 2RH
Email: dpo@glos.ac.uk

3. What information do we collect about you?

Your forename (given name), surname (family name), and contact information such as address, email address and telephone number, as well as your date of birth, course details, disability/special medical needs, information about the people that you support financially, and information about your financial situation.

4. How will your information be used?

The University will process the information you have provided to assess your financial situation and for the administration of any financial support due to you.

5. What is our lawful basis for processing your personal data?

The University has a legitimate interest in collecting and processing your personal data to in order to assess your financial situation and administer any financial support you have applied for. If you apply for support with the costs of a diagnostic assessment or DSA approved computer equipment, information we collect about your disability/special medical needs will be used in order to confirm eligibility.

6. Who receives your information?

For the purposes set out in this Privacy Notice we may share some of your personal data with certain third parties:

- The Students Union

7. Transfers to third countries / international organisations and safeguards in place

None of the information we hold about you will be transferred outside of the European Economic Area (EEA).

8. How long will your information be held?

Six years after you graduate or leave the University in line with University’s retention schedule [here](#).

9. What are your Rights?

Under Data Protection Legislation you have the following rights:

- to request access to, and copies of, the personal data that we hold about you;
- to request that we cease processing your personal data;
- to request that we do not send you any marketing communications;
- to request us to correct the personal data we hold about you if it is incorrect;
- to request that we erase your personal data;
- to request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data you have provided to us, in a reasonable format specified by you, to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights and freedoms.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

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

Sue MacGregor
Data Protection Officer
University of Gloucestershire
Fullwood House
The Park
Cheltenham,
GL52 2RH

Email: dpo@glos.ac.uk

10. How to make a complaint

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

If you still remain dissatisfied, then you have the right to apply directly to the Information Commissioner's Office (ICO) for a decision. The ICO can be contacted at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk