

## Schools and Colleges Fair Processing Notice

The University of South Wales is the data controller and is committed to protecting the rights of individuals in line with the Data Protection Act 2018 (DPA) and the new General Data Protection Regulation (GDPR).

The University of South Wales has a Data Protection Officer who can be contacted through [dataprotection@southwales.ac.uk](mailto:dataprotection@southwales.ac.uk).

### What information do we collect?

The University through its Marketing and Student Recruitment operations collect personal data for the purposes of advising, informing and supporting individuals who have expressed an interest in receiving support from the Student Recruitment Team at the University of South Wales.

The following personal information may be collected – name, contact details (school address, telephone number and email address), subject area of interest together with contact preferences to inform the University how individuals wish to be contacted.

Marketing and Student Recruitment hold online face-to-face sessions with prospective applicants. Where two or more members of staff cannot be present in the session, the meeting will be recorded for safeguarding purposes only.

### Why do we collect this information?

Personal data is processed in order to provide individuals with information regarding the services we can provide to prospective students, teachers, parents and schools and colleges more generally, about HE and studying at the University of South Wales.

Where consent has been obtained, personal data will be processed to promote our services and to provide information that may be of interest to the individual.

Where no marketing preferences are selected, personal data is uploaded to our Customer Relationship Management System, but no marketing emails are sent to these individuals. Their data is only used for reporting and administrative purposes.

Marketing and Student Recruitment hold online face to face sessions with prospective applicants. Where two or more members of staff cannot be present in the session, the meeting will be recorded for safeguarding purposes only.

### What is our legal basis for processing?

The University relies upon the following legal basis to process personal data:

- The University has a legitimate interest in processing school staff details in order to provide updates on relevant information relating to: UCAS and HE Information, Advice and Guidance, subject-specific Taster Days, Masterclasses, Conferences, Open Days and other events at USW for purposes connected with the staff member's role. School staff in receipt of this information can unsubscribe at any time, by emailing [schoolsandcolleges@southwales.ac.uk](mailto:schoolsandcolleges@southwales.ac.uk).
- The University has a legitimate interest in processing data in order to report on the volume and range of schools and colleges liaison activity undertaken in a given academic year.
- The University processes personal data relating to event attendance as the processing is necessary for the performance of a contract.
- In the case of online recordings, it is considered that this processing is necessary in order for the University to comply with a legal obligation (safeguarding).
- Where individuals have indicated that they wish to receive further communication from the University, personal data is processed with consent.

### Who are the recipients or categories of recipients?

Access to personal data is controlled within the University and limited to authorised members of staff who require that information for a purpose relating to their work.

In certain circumstances the University may use the services of third party data processors to undertake a task on its behalf. Where this is necessary the information will only be provided for the purposes of carrying out a task and will be undertaken under contract.

### Any transfers to third countries and the safeguards in place

Personal data will be kept within the EU.

### The retention period for the data

Personal data will be stored in line with our [retention schedule](#).

Where USW has initiated a recording of an online session, the learner and school/ college will only receive a copy of the recording on request or if a safeguarding concern is raised.

Where USW has initiated a recording of an online session, the recording will be stored for 3 months on a secure internal Sharepoint site with restricted

access to the Head of UK Student Recruitment and the USW staff member that delivered the activity.

The recording will be deleted after 3 months from the date of recording by an auto-delete function on the Sharepoint site.

### Security of data

Data Protection legislation requires us to keep information secure. This means that confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure. Only members of staff who need access to information will be authorised to do so.

### Individual rights

If the individual has provided consent to the University to process personal data, then they also have a right to withdraw that consent. Consent can be withdrawn by email to: [schoolsandcolleges@southwales.ac.uk](mailto:schoolsandcolleges@southwales.ac.uk).

Individuals have a right to access, to object to the processing of personal information, to rectify, to erase, to restrict and to port their personal information.

Further information in relation to individual rights is available on the [University's data protection webpages](#).

Individuals who are unhappy with the way in which their personal data has been processed may in the first instance contact the University Data Protection Officer using the contact details above to complain.

In the event that they remain dissatisfied then they may complain directly to the Information Commissioner. The Information Commissioner can be contacted at: -

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)