

## 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 1998 (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 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.

### Why 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.

### What is our legal basis for processing?

The University holds your information as you have been identified as a key contact between the University and your school.

### What is our legal basis for processing?

The University holds your information as you have been identified as a key contact between the University and your school.

It is considered that the University has a legitimate interest in processing your details in order to keep you updated of relevant information on UCAS and HE Information, Advice and Guidance, subject-specific Taster Days,

Masterclasses, Conferences, Open Days and other events at USW for purposes connected with your role.

Should you wish to unsubscribe at any time, you may do so by emailing [schoolsandcolleges@southwales.ac.uk](mailto:schoolsandcolleges@southwales.ac.uk).

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

Personal data is only received by members of staff within the University in order that it can provide the information requested.

In certain circumstances the University may use the services of a third party 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.

Where individuals participate in live online chat the data is processed within the USA. This information is processed by a company who have signed up to the Privacy Shield Framework.

#### The retention period for the data

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

#### 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. Please contact [schoolsandcolleges@southwales.ac.uk](mailto:schoolsandcolleges@southwales.ac.uk) if you wish to withdraw your consent. You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information.

Please visit the [University Data Protection webpages](#) for further information in relation to your rights.

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

University Secretary's Office,  
University of South Wales  
Pontypridd,  
CF37 1DL

Email: [dataprotection@southwales.ac.uk](mailto:dataprotection@southwales.ac.uk)

### Security of data

Data Protection legislation requires us to keep your information secure. This means that your 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 relevant parts or all of your information will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, while paper files will be stored in secure areas with controlled access.

### That the individual can complain to the ICO

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

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. 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)