

## Data Protection Privacy Notice for study applicants

### **About this notice**

This privacy notice explains how [Queen Mary University of London](#) (Queen Mary) collects and uses your [personal data](#) as an applicant to study at Queen Mary. Your personal data will be processed in accordance with our [Data Protection Policy](#) and this statement.

Queen Mary is a [data controller](#) in terms of Article 4 of the General Data Protection Regulation. In order to assess and process your application to study at Queen Mary and the associated recruitment and admissions activities, it is necessary for us to collect and hold personal data about you.

### **Types of applicants' personal data Queen Mary processes**

Personal data we process may include:

- your name, and contact information such as address, email address and telephone numbers, as well as your date of birth, country of domicile and your nationality, as appropriate. We may need to retain a copy of your identification documentation and any visa/right to study documentation
- information relating to your education and employment history, the school(s), sixth form college(s) and other colleges or universities you have attended and places where you have worked, the courses you have completed, dates of study and examination results and course applied for
- information about your family or personal circumstances, and both academic and extracurricular interests, for example where this is relevant to the assessment of your suitability to receive a bursary or in order to provide you with appropriate support
- information in any supporting documentation which is provided by you or a third party during the application process (such as information from referees, from qualification awarding bodies or other results)
- details of your engagement with and the outcomes of any selection procedures (including interviews, selection tests, and, where relevant, fitness to practice and/or health declarations or other suitability assessments)
- your interactions with your proposed supervisors or admissions staff
- attendance at applicant visit events/open days
- general correspondence and administration in relation to your application
- certain special category personal data and information about criminal convictions and offences, including:
  - information concerning your health and medical condition, such as disability
  - information about your racial or ethnic origin, your sexual orientation, your religion or belief and your gender identity
  - information about certain criminal convictions.

### **How we use your personal data and the basis for processing**

The information provided by you as part of the application and recruitment process will be used for the purposes of processing your application (and subsequent enrolment, if you are successful), including communicating with you, and managing and monitoring our recruitment and admissions processes. If you are admitted, it will form the basis of your student record. It is necessary for us to process your personal data to administer your application with a view to any future contract between us and, if you are admitted, to perform our obligations under that contract and for our legitimate interests in monitoring our recruitment and other processes and identifying applications. If you do not provide the information or later request that we restrict

processing of your data, we may not be able to progress your application. We may also process personal data for the prevention and detection of crime and of fraudulent applications.

If you supply personal data that is classed as 'special category' including your ethnicity and any disability, we will use this to offer relevant support or reasonable adjustments and for statistical, research and monitoring purposes. Such information is required to assess your suitability for certain programmes and carry out our legal obligations, for example if it would involve working with vulnerable people, or your fitness to practise for some regulated professions.

We may process data about your criminal offences or convictions if you disclose these or are required to disclose these to us. We will use these to comply with regulatory requirements to assess your suitability to study a regulated programme or practise in a regulated profession, such as Medicine, and for consideration of safeguarding issues.

Appropriate security will be in place to ensure the confidentiality of any special category and convictions data.

Additionally, we will use your personal data for compiling statistics, equalities monitoring and audit and research purposes, where no identifiable information will be released without your explicit consent. It will only otherwise be accessed by authorised persons. Such activities are to fulfil and monitor our legal responsibilities and to comply with relevant statutory obligations or as a task carried out by Queen Mary in the public interest.

#### ➤ Communications

Queen Mary may communicate with applicants at any point during the admissions process and to invite you to take part in voluntary surveys and send you useful information about Queen Mary and the courses and services we offer. Relevant opt-outs will be provided.

### **Sharing your personal data with others**

We may share your information for the purposes above and as permitted or required by law, as relevant and necessary with:

- Queen Mary Digital Limited (QMD, also branded as Queen Mary Online) and its partner CEG Digital, if you apply to a Queen Mary Online programme.
- Partner institutions, if you are applying to a programme which is run in collaboration with another institution or a degree apprenticeship programme, so that the other party is able to assess your application and subsequently enrol you, if your application is successful.
- Agents or prospective sponsors, if one or more of these has submitted an application on your behalf or is supporting your application.
- With third parties named in your application, specifically your referee(s), UCAS and qualification awarding bodies (e.g. Examination Boards and other universities and education providers), if Queen Mary needs to verify certain information provided in your application.
- UK Visas and Immigration, if Queen Mary is acting as your sponsor, for visa purposes.
- Auditors and other statutory bodies for audit purposes.

- Other higher education providers, in order to assist with tracking and research in to access to higher education.
- Companies or external organisations providing specific services to or on behalf of Queen Mary.

### **How long your personal data is kept**

If your application is successful, your personal data will be retained as part of your student records and further information will be available to you when you enrol about how this is subsequently used as a Queen Mary student. We will keep your personal data for the duration of your studies and for a defined period after you leave.

If your application is unsuccessful, you decline our offer of admission or your application involves fraudulent activity or disclosure of information, which, on evaluation through due process by Queen Mary, means that you would not be considered for re-admission under any circumstances, we will retain your application in line with our [Records Retention Schedule](#).

### **Your rights and further information**

For further information, including on your rights, please see <https://www.qmul.ac.uk/privacy/> and/or contact the [Data Protection Officer](#).

Last updated: Jan. 2020