

UCAS

Privacy notice – data collected from third party (not the data subject)

Using your personal information

Harper Adams University has received your personal information and sensitive personal data from UCAS in order to carry out the purposes listed below. The University is able to process your personal data lawfully on the following grounds: it is necessary for the performance of a contract (the student contract in the enrolment agreement) and processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the University as data controller (the provision of Higher Education).

Personal information supplied to Harper Adams University may be used in a number of ways, for example;

- To administer your application to study
- To administer your studies and record academic achievements
- To assist in pastoral, welfare or additional needs services
- To administer the financial aspects of your registration with University
- To manage University facilities and resources
- To administer employment processes including advertising vacancies
- To monitor equalities procedures and compliance
- To manage quality and effectiveness of provision including external audits
- To ensure safety and security of people and possessions
- For disciplinary purposes
- For careers advice and alumni relations including fundraising

We may share your information with other departments in the University to carry out the purposes listed above. The University may lawfully process your personal data for the purposes of careers advice and alumni relations on the basis of its legitimate interests: the ongoing support of former students into positive destinations.

Your personal information may be shared with third parties with your consent, where disclosure without your consent is required or permitted by law (such as for statistical monitoring purposes) or where the University instructs or works with a third party for the purposes listed above. Your information will not be shared externally for marketing purposes.

The University may use automated profiling of personal information for the purposes of improving services, enriching your experience with the University or signposting events and activities that may be of interest. The University does not use wholly automated decision making processes.

Your personal information will be retained by the University for the period specified in the [Records Retention Guidelines](#). If you object to having your information retained, you can withdraw your consent at any time (where that is the basis for processing) by contacting the Data Protection Officer. You also have the following rights in relation to your personal data: the right to access your personal information, correct inaccurate or incomplete information, have access to your information for use in your own purposes, restrict processing, to lodge a complaint with the Information Commissioner's Office.

For further information about how your data is used by the University, please view [the Layered Notice](#) and the [Data Protection Policy](#). The complaints procedure for Data Protection and Freedom

of Information can also be found [here](#) or contact the Data Protection Officer on dpo@harper-adams.ac.uk