

Generic Privacy notice – data collected directly from data subject

Using your personal information

The lawful basis of processing your personal information is out of necessity for the performance of a contract and necessity for the performance of a task carried out in the public interest or in the exercise of official authority vested in Harper Adams University as data controller.

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

- 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.

Your personal information may be shared with third parties with your consent, where disclosure without your consent is required or permitted by law 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.

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 may be able to withdraw your consent (where that is the basis for processing your data) by contacting the Data Protection Officer. You also have the right to access your personal information (in a format that is usable to you for other purposes), correct inaccurate or incomplete information or request that your personal data be deleted or processing restricted.

For further information about how your data is used by the University, please view the [Data Protection Policy](#) and [Layered Notice](#). 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. The complaints procedure also sets out your right to lodge a complaint with the Information Commissioner.

We would like to send you information about our services and events by email, telephone, SMS or post. If you agree to being contacted in this way, please tick the relevant boxes.

Post Email Phone SMS