



University privacy notice: student recruitment

Author	Head of Information Assurance and Governance
Approved by	Academic Registrar
Approval date(s)	October 2018
Review date	October 2020
Version	1.0 Approved
Document type	Privacy notice
Activity/Task	Information governance and security
Keywords	GDPR, DPA 2018
Confidentiality	PUBLIC

Last update 03 October 2018

Version Control Table

Version Number	Purpose / Changes	Author	Date
1.0	First version, approved	C Milne	03 Oct 2018

Last update 03 October 2018

Introduction

This is a summary of the University's privacy notice, which introduces your privacy rights and how the University gathers, shares and makes use of information that you provided when applying for a place at the University. The full version of this notice is available from the University website¹ or you can ask for a copy by contacting the University Data Protection Office (please see below).

Who we are and how you can contact us

University of St Andrews, College Gate, North Street, St Andrews, KY16 9AJ, Fife, Scotland, UK ("the University"). The University is a charity registered in Scotland, No SC013532. You can get in touch with the University Data Protection Officer by email dataprot@st-andrews.ac.uk or by post by writing to Mr Christopher Milne, Head of Information Assurance and Governance, University of St Andrews, Butts Wynd, North Street, St Andrews, KY16 9AJ.

How we gather personal data

Your personal details will have been passed to the University, when you completed and applied for a place and through any subsequent correspondence during the application process.

How we use your personal data

Your personal data is used by the University to administer and consider your application; if your application is successful and you subsequently accept a position with the University, your personal data will be used to create a student record and to manage your time at the University. Information on unsuccessful applications are retained in the event a complaint/appeal is made, and for the purposes of fraud prevention and detection.

The legal basis for collecting, using and retaining your personal data Preparation for entry into a contract.

Sharing and transferring your personal data

Your personal data will be shared within the University as appropriate with individuals who are directly involved in the recruitment process for the place you have applied for, and with agents and contractors engaged by the University to administer the application and recruitment processes, and to provide you with the best possible service.

Keeping your personal data

For successful applicants, information about an application will be retained during your time as a student and for a period of six years afterwards, after which elements of your personal data will be destroyed. Details of unsuccessful applicants will be retained by the University and destroyed two years after the end of the application cycle.

Your privacy rights

You have the right to object to how the University makes use of your personal data. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the data protection regulator. The University Data Protection Officer can provide more details.

Your consent

The University may ask your permission, so that we can advise you of events of interest in connection to the place you have applied for or more generally about student life at the

¹ www.st-andrews.ac.uk/dataprotection

Last update 03 October 2018

University. You do not have to give your permission to be contacted; if you do, you can at any time withdraw your consent.

Whether there is a statutory or contractual requirement to provide personal data and the consequence where no personal data are provided

In the context of applying for a place at the University, circumstances can arise where an individual has an obligation either under law, or via a contract with the University to provide certain information. Failure to provide information in those circumstances may have consequences

If any of the information provided as part of your application is found to be untrue, inaccurate or misleading, the University reserves the right to withdraw any offer of place or to terminate your studies once commenced.
