**Enquirer 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

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 studying at the University of South Wales.

The following personal information may be collected – name, contact details (address, telephone number and email address) 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 that they require or have sought prior to applying for a place 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?

In order to provide individuals with information in response to enquiries the University will process this information on the basis that it is necessary for the performance of a contract.

Where an individual has indicated that they would like to receive further information from the University, this information is processed with their consent.

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](http://uso.southwales.ac.uk/ig/rm/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 enquiries@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](http://uso.southwales.ac.uk/ig/dp/) 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

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)