Privacy Notice

This document explains the ways in which we intend to process your personal data.

Who we are:	University of Warwick, a royal charter company with registered number RC000678, with offices at University House, Kirby Corner Road, Coventry CV4 8UW
Our Data Protection Officer:	Director of Legal and Compliance Services DPO@warwick.ac.uk
Our contact for this work:	Emily Cannon and Jo Bowers (Widening Participation Lifecycle Officers; lifecycleteam@warwick.ac.uk) Dan Stoker (Widening Participation Assistant Officer; lifecycleteam@warwick.ac.uk) Cherryl Jones (Widening Access and Lifecycle Manager; lifecycleteam@warwick.ac.uk)
The source from which your personal data originates:	The personal data will be collected directly from you.
The categories of your personal data that we will process:	Personal data will include: name, Warwick ID number, UCAS ID number, email address, date of birth, immigration status and documentation
The special categories of your personal data that we will process:	N/A
Our lawful basis for processing your personal data:	The processing is necessary for the performance of a task carried out in the public interest
Our purposes for processing your personal data:	The University of Warwick will process your personal data for the purposes of assessing your eligibility for the Undergraduate Sanctuary Scholarship.
Who we will share your personal data with:	Your personal data will not be shared or disclosed to any third parties external to the University of Warwick. However, within the University, your personal information may be shared with relevant colleagues such as: Admissions, Welfare, Accommodation, Careers & Skills, Student Funding and Disability Services.

Will we transfer your personal data outside of the United Kingdom:	Your personal data will not be transferred outside of the United Kingdom
Will we use automated means (e.g. profiling) to make decisions about you:	No
Are you obliged to provide this personal data:	No
How long will we keep your personal data:	We keep all personal data in accordance with our Information and Records Management Policy and the University Records Retention Schedule. Your personal data will be retained while your learner relationship with the University continues and up to 2 years after it ceases. Holding data for this duration will enable us to offer ongoing support, information, advice and guidance from the University.
Your rights:	You have the right to request access to and rectification or erasure of personal data, or restriction of processing concerning you, or to object to processing, as well as the right to data portability. If our lawful basis for processing your personal data is your consent – you have the right to withdraw it at any time. To exercise these rights, please contact us by email at infocompliance@warwick.ac.uk. You have the right to complain to the Information Commissioner's Office, which can be contacted at www.ico.org.uk. If we fail to comply with your rights, you have the right to seek a judicial remedy.

We have endeavoured to provide this information to you in concise, transparent, intelligible and easily accessible form using clear and plain language. Please do not hesitate to contact us if you have any questions or if you require this information in an alternative format.

For further information on how we process personal data, please visit our website: www.warwick.ac.uk/privacy.