

University of Roehampton Privacy Notice Catherine of Siena College

This notice sets out how the University uses your personal information. It applies if you are a student at Catherine of Siena College. It should be read in conjunction with the University's [Data Protection Policy](#)

What personal information will be processed?

The University may store, process or otherwise control the following personal data. This data is collected from you when you apply, or might otherwise be generated during the course of your studies.

- Name and contact details
- Funding status
- Information about your qualifications
- Your gender
- General information, such as assessment information or correspondence with tutors, produce as part of your student record

The University may also process personal data in relation to the following:

- Ethnicity
- Religion
- Disability

How your personal data is used by the University

The personal data outlined above will be used for the following purposes because it is necessary to do so for the performance of the contract:

- To maintain a student record
- To produce management information
- To manage student feedback

The personal data outlined above will be used for the following purposes because it is in the University's legitimate interests:

- Marketing other short courses to alumni
- Contacting alumni to provide newsletters and other publications
- Organising events

Your personal data will not be used for any automatic decision-making or profiling.

Opting out

If you would like to opt-out of the personal data processing outlined above, please contact the [Data Protection Officer](#).

In certain circumstances, including where the processing is necessary for the performance of a contract or to comply with a legal obligation, the University may continue to process your personal data, but will only do so in line with its [Data Protection Policy](#).

Storage and retention

Your data will be stored safely and securely, and normally for 3 years. For more detailed information, please contact the University's [Record Retention Schedule](#).

Rights

Data subjects have the following rights in respect of their personal data:

- Right of access
- Right to data portability
- Right to rectification
- Right to be forgotten
- Right to request a restriction of processing
- Right to object to processing
- Right not to be subject to automated processing

Depending on the lawful basis for processing and other factors, there may be exemptions or restrictions on these rights. The University will manage data subject rights access in accordance with the Data Protection Act 2018 and its [Data Subject Rights Procedure](#). To find out more information or to exercise your rights as a data subject, please visit the [University's website](#).

Other information

The University will publish any changes we make to this data protection statement on the website, and will and notify you by other communication channels where appropriate.

The University of Roehampton is registered with the Information Commissioner's Office, and acts as data controller for the personal data outlined in this notice.

You can raise any queries relating to the processing of your personal data with the University's Data Protection Officer, whose name and contact details are available on the [University website](#).

You have the right to make a complaint about the University's handling of your personal data to the Information Commissioner's Office, and can do so at <http://ico.org.uk/concerns/>.