**DOCUMENT B4.9**

# PRIVACY POLICY

Approved

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## INTRODUCTION

Welcome to the University of Law privacy notice.

The University of Law takes the protection of your personal data very seriously and it is very important to us. (it)Tj 0 emry

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## Where do we obtain your data from?

We obtain the data directly from you or a third party that you have authorised to share your data with us e.g. UCAS or a company specializing in Proctoring.

We will also obtain data directly from you throughout the life of your agreement with us, this may be via letter or e-mails that you send to us. We may also collect the following data:

## Special Category Data

When you make an application for a course or programme we will ask whether you have any disabilities. You are not obliged to inform us but any information you do provide will assist us to assess how we will meet our Legal and Statutory obligation in relation to your disability. Special category data in this context refers to data that we share with our Disability Support Service, such as:

- Physical disabilities and impairments
- Specific learning difficulties (e.g. Dyslexia and ADD/ADHD),
- Autistic Spectrum Conditions (e.g. Autism, Asperger's syndrome)
- Mental health conditions (e.g. anxiety and depression)
- Long term medical conditions (e.g. diabetes, cancer, arthritis)

When you enter into a Proctoring agreement with one of our third parties, they may collect some biometric data

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**Why do we process your data?**

We process you data in order to be able to provide our services to you and in order to meet our contractual obligations as follows:

- To respond to your request for a call (or email), course enquiries,


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We may also process your data to comply with legal, regulatory, reporting and other governance obligations including:

- To comply with applicable laws and other regulatory reporting requirements, in particular reporting attendance to the Student Loan

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Other parties we may share your data with, including the following

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To use data analytics to: improve our products, services, marketing, customer relationships and experiences; and for market research, statistical analysis and survey purposes

You can learn more about this at the European Commission website here https://ec.europa.eu/info/law/law-topic/data-protection/data-protection-eu_en

You can also contact our Data Protection Officer if you would like further information, using the details above.

## How long do we keep your personal data?

We will keep your personal data for as long as you have an agreement/contract with us. Once your agreement with us comes to an end we may keep your data for up to 10 years or longer for the following reasons.

- To meet our regulatory/legal responsibilities.
- To enable us to respond to any questions or complaints that you may have.
- To enable us to confirm your qualification/award achieved during your time of study with us.

We may need to retain your data for longer if we are unable to delete the data for legal, regulatory or technical reasons. If this is the case we will ensure that your privacy is protected.

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## Your Rights

You may have the following rights in relation to your data:

- **Right of access** – you have a right to access to your data and to certain information about the processing of


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**In order to assert any of the above rights, please contact us directly using the contact details above.**

**In addition, you have the right to lodge a complaint in relation to our processing of your data with the supervisory authority, the Information Commissioner (ico.org).**

## CHANGES TO THE PRIVACY NOTICE AND YOUR DUTY TO INFORM US OF CHANGES

**We may from time to time change the detail in this notice. Any changes we may make in the future will be posted on this page. Please check back frequently to see any such updates or changes. Historic versions can be obtained by contacting us.**

**It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.**

Next review: January 2025

| Version | Amended by | Revision summary | Date |
|---|---|---|---|
| V1.0 | Legal | Initial drafting | 02/2015 |
| V2.0 | Legal | Update | 11/2015 |
| V2.1 | Academic Board | Approval | 02/2016 |
| V3.0 | Executive Board | Approval | 04/2018 |
| V3.1 | Executive Board | Approval | 08/08/18 |
| V3.1 | No amendments | Published | 09/2018 |
| V3.2 | Deputy Academic Registrar | Revision to information on HESA | 07/2019 |
| V3.3 | DPO | Reviewed | 09/2020 |
| V3.4 | DPO | Updated to include Proctoring | 03/2021 |
| V3.5 | DPO | Update to include Links to third party Privacy Notice | 24/01/2024 |

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