

## University of Hull Details:

The University of Hull is a registered data controller with the Information Commissioner's Office. The registered address is:

The University of Hull  
Cottingham Road  
Hull  
HU6 7RX

The University of Hull's Data Protection Officer is Luke Thompson he can be contacted on [l.thompson3@hull.ac.uk](mailto:l.thompson3@hull.ac.uk)

## Incoming Exchange & Study Abroad Enquiry and Application forms privacy notice

The information that you provide will be held in accordance with the Data Protection Act 1998 and from 25 May 2018 the General Data Protection Regulation (GDPR). Your personal data will be collected and processed for the purpose of allowing you to make an enquiry to University of Hull to potentially study on an exchange or study abroad programme, additionally where you have consented, processed for the purposes of the University updating you in relation to applications, admissions and arrivals updates.

Your personal data will be processed and stored by the following third-party processors, MoveOn (QS Limited) and Formstack on behalf of the University of Hull.

The University will not disclose your personal data to any external third party, other than as set out above and/or where you have given us permission to do so, unless we are required to do so by law.

The University of Hull will use your personal data to process your enquiry, application forms, learning agreements and information submitted in relation to your potential study at the University of Hull, to communicate with you to provide you with information relating to your enquiry, or for statistical purposes and internal reporting.

We may share your personal data with other internal departments including relevant academic departments, student recruitment and admissions. Where your personal data is shared internally, this will be in order to allow us to process your application and learning agreement and to send you communications in relation to your potential future study at the University, if you have given us your explicit consent to do so.

The personal data that you provide the University of Hull will be held by the University of Hull in compliance with our Retention Schedule.

Under the General Data Protection Regulation, the University must establish a legal basis for processing your personal data and communicate this to you. The legal basis for processing your personal data for responding to your enquiry or application submission is that processing is necessary for the purposes of Public Task pursued by the controller or a third

party, except where such interests are overridden by the interests, rights or freedoms of the data subject. The legal basis for processing your data for marketing purposes is based on the consent of the data subject.

#### Your right of access to your personal data

You have a right to request a copy of the information that we hold about you. If you would like to request a copy of some or all of your personal data, please contact the University's Information Compliance Department

We want to make sure that your personal data is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate.

#### Your other rights as a data subject

The GDPR provides you, as a data subject, with a number of rights in relation to your personal data. You have the right to withdraw your consent where that is the legal basis of our processing, have inaccuracies in the personal data that we hold about you rectified, a right to erasure, to request that the processing of your personal data be restricted, to object to certain processing activities and to complain to the Information Commissioner's Office about the way we process your personal data.

#### Changes to our privacy notice

We will keep our privacy notice under regular review and we will place any updates on this web page and inform data subjects of this change

#### Who do I contact if I want to know more?

For further information about your right to access information we hold about you, or to make a complaint about the way in which we are handling your personal information please visit our Governance and Information Compliance pages or contact the Governance and Information Compliance Team at [dataprotection@hull.ac.uk](mailto:dataprotection@hull.ac.uk)

If you are not satisfied with our response or wish to raise a complaint with our supervisory body, you may complain to the Information Commissioner's Office.