



Admissions Privacy Notice

Admissions Office

Brunel University London

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1. Who is the Data Controller holding my personal information?

Brunel University London, Uxbridge, Middlesex UB8 3PH

Tel: +44 (0)1895 274000

The Brunel University London Admissions Office uses your personal information as set out in the Brunel University London **Data Protection policy** which can be found at

<https://www.brunel.ac.uk/about/administration/information-access/data-protection>

Full details of the University's **Admissions Policy** can be found at:

<https://www.brunel.ac.uk/study/admissions/policy>

2. Who is the Data Protection Officer?

Mary Liddell, Data Protection Officer (Information Services),

Brunel University London, Uxbridge, Middlesex UB8 3PH

Tel: +44 (0)1895 265389

If you have any questions about how your information is being used that are not answered either in the Data Protection Policy or in the document below, please contact data-protection@brunel.ac.uk

3. What personal information do you collect about me and when?

As part of the application process (via UCAS, DFE Apply for Teacher Training, US Common App, OTCAS, Form Stack or direct application) Brunel University London collects your personal data in order to assess whether we can offer you a place at the University before you can enter into a contract with us. We also use this information to assess your eligibility for available scholarships and bursaries.

We collect:

- Contact and Academic information
 - including qualification history, contact details, personal characteristics, referee contact information, copies of certificates and transcripts, etc.
- Financial information
 - used within Fee Status, DBS and some immigration checks
- Immigration documentation and information
 - including copies of passport, visa details, UK immigration history, etc.

4. Why do you collect personal information about me?

This information is required to enable the Admissions Office to assess your application and ascertain whether you meet the criteria to enter a course of study at the University. Once you have registered on a course this information enables the University to support you throughout your studies at Brunel.

5. Who do you share my data with?

5.1. Internal Systems

The internal systems receiving your data are:

- *Our student records system, SITS* – When you submit your application, your applicant data is stored centrally in the University student records system (SITS). Data stored in SITS is then shared with a number of internally managed systems. This data transfer is mandatory and allows you and Brunel staff to undertake relevant administrative and academic related tasks. For more information on how your data will be stored and how it will be used within SITS, please view our Student Data Privacy Notice: <https://www.brunel.ac.uk/About-this-website/terms-and-conditions>
- *Our Customer Relationship Management (CRM) system* - When you submit your application, your applicant data will be stored in our CRM system for student recruitment purposes. For more information on why your data is stored in our CRM and how your data will be used, please view our Marketing Privacy Policy at <https://www.brunel.ac.uk/About-this-website/Privacy-Policy-and-Copyright-Statement>

5.2. Third Party Agencies

Your data may also be shared with the following third parties where relevant:

Atlantic Data

We are required to share specific data with Atlantic Data about those applicants made offers to join **professional courses** at Brunel, to enable them to complete a Disclosure and Barring Service (DBS) application. For these students, this data includes their name, contact details, course name and details relating to the identity documents they are providing.

Information relating to Atlantic Data's Privacy Statement can be found in the information section of the applicant's DBS application portal (which can be accessed when they log into

their portal, click on their name (menu at the top right of the screen) and select 'Information').

Brunel's professional courses are (*as of May 2019*):

- BSc Occupational Therapy
- BSc Physiotherapy
- MSc Occupational Therapy (Pre-Registration)
- MSc Physiotherapy (Pre-Registration)
- MSc Physician Associate
- MA Social Work
- PGCE in Primary Education
- PGCE in Secondary Education (Science with Physics)
- PGCE in Secondary Education (Science with Chemistry)
- PGCE in Secondary Education (Science with Biology)
- PGCE in Secondary Education (Science with Physics and with Maths)
- PGCE in Secondary Education (Physical Education)
- PGCE in Secondary Education (Mathematics)
- PGCE in Secondary Education (English)

Brunel Pathway College (BPC)

With your permission, if you do not meet the entry requirements for the course you apply to we may refer your application to our affiliate college based here on our Uxbridge campus, Brunel Pathway College (BPC), formerly known as London Brunel International College (LBIC), to be considered for entry to one of their programmes. BPC offer a wide range of world-class pathway programmes that then lead into undergraduate and postgraduate degree programmes at Brunel University London. Further information about BPC and the courses they offer can be found at <https://lbic.navitas.com/>

If you apply via a Brunel direct application form, you will be asked to give your consent to your data being shared with BPC as part of your application, for this reason. If you apply via another method, you will be contacted separately to gain your consent before your information is shared with BPC.

Department for Education (DFE)

We are required to share information about applicants to Postgraduate Certificate in Education (PGCE) programmes with the Department for Education (DFE) for the purpose of processing the course application through their DFE Apply for Teacher Training system. This includes course details and application decisions.

Environment Agency (EA)

We are required to share specific data with the Environment Agency (EA) about those applicants made offers to join **Flood and Coastal Engineering programmes**, to enable them to assess their eligibility for sponsorship. This data includes name, contact details and application status. For more information, please see <https://www.brunel.ac.uk/flood-and-coastal-engineering>

General Medical Council (GMC)

All medical students joining Brunel Medical School are expected to uphold the standards of **'Fitness to Practise'** in accordance with the requirements of the UK's General Medical Council (https://www.gmc-uk.org/-/media/documents/professional-behaviour-and-fitness-to-practise-20200730_pdf-66085925.pdf)

In the interests of patient and public safety, and to prevent fraudulent applications to courses which lead to entry to a registered profession in the UK, when an applicant accepts their offer we will share some of the information provided in their application form with the Medical, Dental, Pharmacy, Veterinary Schools Councils, and General Medical Council in order to verify their fitness to practise.

If a fitness to practise outcome is made against the applicant when registered as a Brunel medical student, this information and a copy of the decision against them will also be stored on a central database which is accessible only to other schools with courses leading to entry to a registered profession in the UK and the General Medical Council. It is used only for proper fitness to practise purposes to protect patients and the public, and to prevent fraudulent applications. The student will have a right of access to any information held about them on the database and to correct any errors. More details can be found here: <https://www.brunel.ac.uk/brunel-medical-school/Excluded-Students-Database>

InterActive Pro

If applicants apply to an **Online Learning programme** with Brunel University London, their full application will be shared with our external provider, InterActive Pro, who will assess the application to determine suitability for entry to the course, and who will support the delivery of the online programme. Information shared may include:

- Contact and Academic information
 - including qualification history, contact details, personal characteristics, referee contact information, copies of certificates and transcripts, etc.
- Financial information
 - used within the Fee Status and DBS checks
- Immigration documentation

– including copies of passport and visa details, etc.

InterActive Pro's Privacy Policy can be found at:

<https://www.interactivepro.org.uk/privacy-policy>

NHS

For funding purposes on **certain professional courses**, when an applicant has been successfully awarded an NHS bursary their details (forename, surname, and contact email address) will be shared with the NHS Bursary team. For further information, please see

<https://www.nhs.uk/pages/home.aspx>

Sallie Mae

We are required to share course, fee, registration and attendance information with Sallie Mae for the purpose of processing private student loans for **applicants from the United States of America (USA)**. For more information, please see <https://www.salliemae.com/>

Student Loans Company (SLC)

We are required to share course, fee, registration and attendance information with the SLC in order to ensure that an applicant's funding package is correct. For more information please see <https://www.slc.co.uk/about-us.aspx>

UCAS

We are required to share information with UCAS about applicants who apply via their application system, for the purpose of processing the course application. This includes course details and application decisions.

If applicants apply to Brunel University London via a Record of Prior Acceptance (RPA) form, all information collected in the RPA form will be shared with UCAS for the purpose of processing the course application. This includes contact information, course details, qualification history, financial information, personal characteristics and residential/immigration information.

If any UCAS applicant provides fraudulent qualifications and information, those details, including certificates and transcripts, will be sent to the UCAS Verification team for further investigation. For further information, please see <https://www.ucas.com/>

Applying to UCAS through Brunel's provisional application form

Offers made to applicants applying to courses that are available through UCAS, but who have applied using our provisional application form, will need to be registered with UCAS

through the Record of Prior Acceptance (RPA) process before they can enrol onto their course. We are required to do this to meet the terms of our agreement with UCAS which state that all applications to study on courses that are available via UCAS must be directed through them. If an applicant chooses to accept our offer, then at the point their place is confirmed and made unconditional we will provide UCAS with the details they require using the information the applicant has provided in their provisional application form. The applicant will not be required to make a further application.

As part of the data sharing process, in applying to a course available via UCAS using a Brunel provisional application form, applicants are confirming that the information given in their provisional Brunel application is true, complete and accurate and no information or other material information has been omitted. They are also accepting that if this is not the case, UCAS shall have the right to cancel their future application with them and the applicant shall have no claim against UCAS or any higher education institution or college in relation thereto. The applicant confirms that they understand their data will be shared with UCAS and processed in accordance with their Privacy policy including use for statistical purposes (<https://www.ucas.com/about-us/policies/privacy-policies-and-declarations/ucas-privacy-policy>). The applicant also accepts that having completed this process they do not have the right to further choices within the UCAS scheme and will not approach any other university or college in the UCAS scheme.

If the applicant does not want their data to be shared with UCAS in this way they should decline their offer of study, since this means we will not be able to register them on their chosen course.

UK ENIC (formerly UK NARIC)

If an applicant's qualifications require further investigation to ascertain their equivalence to UK qualifications, copies of their certificates and transcripts may be shared with UK ENIC qualification advisors. For further information, please see www.enic.org.uk

UK Visas and Immigration (UKVI)

We are required to share information with the UKVI relating to applicants **who require a Student visa to study in the UK**, in order to ensure we comply with our obligations as a Student visa sponsor. This information includes course, registration, attendance and location of study information. For more information, please see <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

United States Department of Education

We are required to share course, fee, registration, and attendance information with the US Department of Education for the purpose of processing US Federal Student Aid for **applicants from the United States of America (USA)**. For more information, please see <https://studentaid.ed.gov/sa/types/loans>

Details of any other third parties your information may be shared with **if you register on a course and become a student at Brunel University London** are detailed in our Terms and Conditions document at <https://www.brunel.ac.uk/About-this-website/terms-and-conditions>

6. How long will you store my data for?

Brunel University London will retain applicant data for the duration of the relevant application cycle plus a further 3 years, to improve future application experience. If you become a student of the University, your applicant data will become your student data. Information on how long student data will be retained is detailed in our Student Data Privacy Policy: <https://www.brunel.ac.uk/About-this-website/terms-and-conditions>

7. If I think the personal information you hold about me is incorrect, how do I get you to change it?

You can update your address and contact details yourself using your eVision 'my Applications' portal which can be accessed via <https://evision.brunel.ac.uk>

Any other information can be updated by contacting the Admissions Office at admissions@brunel.ac.uk

8. Your data protection rights

Under data protection law, you have various rights, including:

- Your right of access – you have the right to ask us for copies of your personal information;
- Your right to rectification – you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete;

- Your right to erasure – you have the right to ask us to erase your personal information in certain circumstances;
- Your right to restriction of processing – you have the right to ask us to restrict the processing of your information in certain circumstances;
- Your right to object to processing – you have the right to object to the processing of your personal data in certain circumstances;
- Your right to data portability – you have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at data-protection@brunel.ac.uk if you wish to make a request.

8.1. How to complain

If you are unhappy with how we have used your data you can complain to the Information Commissioner's Office (ICO). The ICO's address is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113