

Admissions Privacy Notice

Admissions Office

Brunel University of London

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

Brunel University of London, Uxbridge, Middlesex, UB8 3PH

Tel: +44 (0)1895 274000

The Brunel University of London Admissions Office uses your personal information as set out in the Brunel University of 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>.

It supplements our '[General Privacy Notice and Copyright Statement](#)' which can be found on our website.

It is important that the personal information we hold about you is accurate and current. Please keep your personal information updated during your working relationship with us.

2. Who is the Data Protection Officer?

If you have any questions relating to how your information is being or data protection at the university you can contact our data protection team at data-protection@brunel.ac.uk. The data protection team is led by our Head of Privacy, who is also the Data Protection Officer.

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

As part of the application process (via UCAS, DFE Apply, US Common App or the Brunel application form), Brunel University of 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 [but not limited to] qualification history, contact details, referee contact information, copies of certificates and transcripts, event and interview attendance etc
- For equality monitoring purposes: Special category data such as gender, religion, race and disability, or health. In addition, we may also collect protected characteristics such as age, marital or carer status
- 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.

In addition to this, Brunel University of London may need to process some data about you that is classed as 'special category' or sensitive personal data. This data includes data about your

ethnicity, sexual orientation, religious beliefs or health/disability data. We use this data to offer you relevant support or reasonable adjustments and for statistical, research and monitoring purposes. Access to, and the sharing of, your special category personal data are controlled very carefully.

Your personal data is created, stored and transmitted securely in a variety of electronic formats, including databases or video conferencing applications. Only Brunel University of London staff or trusted partners who need access for the purpose of administering the admissions process and allocating accommodation will be able to access your personal data.

For certain courses, in order to assess your suitability to work with patients, children or other vulnerable people and your fitness to practise for entry into some regulated professions, it is necessary to process other special category data, such as data about your health or disability.

We may hold and process data about criminal offences or convictions if you have disclosed this on your application or if it is appropriate given the nature of your programme (for example, if a Disclosure and Barring Service (DBS) check is needed for your programme). We will use information about criminal convictions and offences in the following ways:

- To consider your suitability to become a member of Brunel University of London or to continue to be a member of the University or to decide if any support or measures need to be put in place;
- To comply with regulatory requirements to decide your suitability to study on a regulated programme or to practise in a regulated profession;
- Consideration of safeguarding issues

We will only use information relating to criminal convictions where the law allows us to do so and in line with our Data Protection Policy. Personal data relating to criminal convictions will be retained confidentially and securely and access to that data will be strictly controlled.

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 application studies at Brunel.

Your personal data will only be processed when there is a legal basis in the following circumstances:

- Where you have given us your consent
- In order to fulfil our obligations to you as part of the admissions process, ensuring we have taken all relevant and necessary steps to determine whether to make an offer to study at London Brunel University and so that you can enter into a contract with us, should you choose to do so.
- To comply with a legal obligation (for example, equal opportunities monitoring) or regulatory obligation (for example, reporting to Government or governmental bodies)
- To protect your vital interests or those of another person (for example, in the case of a medical emergency)

- To enable us to perform the tasks we carry out in the public interest (for example, teaching and research)
- For the purposes of the University's legitimate business interests (for example, in order to manage and develop its business) and working with trusted partners
- Archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

5. Who do you share my data with?

5.1 Brunel's use of your data

The information will be stored in a customer relationship management (CRM) system and student records system SITS. Access to these systems is restricted to authorised personnel only and all admissions staff receive regular training to ensure that your data is handled appropriately and legally.

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>

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

In addition, specific data may be shared with third parties, including but not limited to:

UKVI – if you require a visa to study in the UK, the University will supply required information to the Home Office in order to provide you with a Confirmation of Acceptance of Study (CAS) number. This number is required as part of the visa application process.

UCAS – If you apply to Brunel University of 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. In order to do this, information relating to your application will be shared in accordance with their requirements and published privacy notice (please see <http://www.ucas.com>).

Scholarships/funders – If you are applying for or have been awarded a student loan or scholarship, we may share information with your funding body, with your consent, in order to facilitate the payment of these funds.

Approved International Agents – if you register an interest with Brunel University of London as an enquirer outside of the UK, we may pass your details to one of our approved agencies, who may contact you to ask if you would like their assistance with your application. You are under no obligation to employ them to work on your behalf.

Your data may also be shared with the following trusted 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.

Brunel's professional courses include:

- BSc and MSc Occupational Therapy
- BSc and MSc Physiotherapy
- MSc Physician Associate
- MA Social Work
- PGCE programmes
- MBBS Medicine
- BSc Nursing (all routes)
- MA Arts Psychotherapy
- MSc Registered Nurse (all routes)
- BSc and MSc Specialist Community Public Health Nursing (all routes)

Brunel Pathway College (BPC)

If applicant's do not meet the entry requirements for the Brunel course, we may, with their permission, refer the application to our affiliate college on our Uxbridge campus, Brunel Pathway College (BPC). Further information about BPC and the courses they offer can be found at <https://pathway.brunel.ac.uk/>.

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.

Enroly

We are required to share specific data with Enroly (CAS Shield) for applicants requiring a visa to study in the UK, once an offer has been made to them, in order to provide a Confirmation Acceptance for Studies (CAS) number needed for their visa application. For more information why you need a CAS number, please see: [Study in the UK on a Student visa](#).

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-20210811_pdf-66085925.pdf). 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.

FutureLearn

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

Higher Education Degree Datacheck (HEDD)

If an applicant's previous UK degree qualifications require verification, information about that qualification will be shared with HEDD for verification purposes, with the applicant's permission.

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>.

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.

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).

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 of 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 of 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