

Accommodation Data Privacy Notice

This Privacy Notice explains how we, University College Birmingham (the “**University**”) of Summer Row, Birmingham B3 1JB telephone number: 0121 604 1000, use the personal data we collect. The University collects personal data from you when you apply to live in University accommodation. We are the data controller for such personal data relating to you and this Privacy Notice explains how we will process your personal data.

The personal data that we collect will be held in accordance with General Data Protection Regulation 2016/679 (the “**GDPR**”) and the Data Protection Act 2018.

The University’s Data Protection Officer is the Head of Student Records and Academic Registry

Ruth Cartwright

Address: University College Birmingham, Summer Row, Birmingham B3 1JB

Email: dataprotection@ucb.ac.uk

Telephone: 0121 604 1000

There are certain principles that the University must adhere to. This means that we will make sure your information:

- Is treated fairly and is only used for the purposes for which we have collected it and for which we have a legal basis for processing.
- Will only be used for the purposes for which it was collected, unless we ask your permission to use it for something else.
- Will not be excessive. i.e. We will not hold information about you that we do not need.
- Will be accurate. You can help us with this by making sure your details are correct on the student portal.
- Will not be kept longer than is necessary, although some of the data will be archived so that we can still confirm attendance and achievement in the future.
- Will be kept securely so that there is no loss of data or data breaches. Personal data is kept on secure servers and any hard copies are kept in secure locations. Only authorised people have access to your personal information. We will ensure that, where personal data is shared or stored outside of the European Union, there are appropriate safeguards in place to protect your personal data.

You have certain rights as a data subject under the GDPR. This means that you have:

- The right to gain access to your personal data – You can ask us what information we hold on you.

- The right to rectification – You can ask us to put right any information that you believe is incorrect or where appropriate, given the purposes for which your data is processed, the right to have incomplete data completed.
 - The right to erasure – You can ask for information to be removed, although this is a limited right which applies, among other circumstances, when the data is no longer required or the processing has no legal justification. There are also exceptions to this right, such as when the processing is required by law or in the public interest.
 - The right to restrict processing – If you feel you are being disadvantaged by us holding information that is inaccurate, you can ask us to stop processing it until we fix it, or come to an agreement.
 - The right to data portability – You can ask us to extract your information so that you can use it elsewhere.
 - The right to object – You can object to us processing your data for marketing purposes. You can also object to us processing your data when such processing is based on the public interest or other legitimate interests, unless we have compelling legitimate grounds to continue with the processing.
 - Rights in relation to automated decision making and profiling – However, the University will never make any decisions about you without any human intervention.
 - For any information on your rights, or if you have questions or concerns, please contact the Data Protection Officer.
- You also have the right to complain to the Information Commissioner's Office (ICO) if you feel that the University is not processing data correctly. You can make a complaint on the ICO's website: <https://ico.org.uk/> .

Why does the University's Accommodation Department need information about you and what is the purpose of our processing?

We only process data for specified purposes and if it is justified in accordance with data-protection law. The University collects information from you for administration purposes when you apply for accommodation. This helps us to assess which accommodation will be suitable for you. We will use the information that you give us for the purposes of contacting you regarding your application for accommodation and to send invoices if you do choose University accommodation. In the event that you have overdue outstanding payments in respect of your accommodation, we will use the information you provide for the purpose of requesting payment.

What personal data do we hold?

The personal data that we hold for accommodation purposes set out above could include the following:

Biographical Details:

Name, Date of Birth, Gender, Title, nationality, UCAS ID number (if applicable),

Contact Details:

Address, email address, phone numbers

Course Details:

Which course you are doing and the year of the programme. Whether there is a placement and whether the accommodation will be needed for the whole academic year.

Medical Details:

We collect medical details as, whilst you are in our accommodation, it is best that our staff are aware of any medical conditions that you may need help with.

Financial Information:

Guarantor details. Bank/Credit card details.

How long will we hold your data?

Paper accommodation data will be archived after two years and destroyed after 7 years. Electronic data will be deleted at your request after 7 years.

Who might we share your information with?

On occasion we may need to share your data internally and with third parties. The following is a list of organisations with which we may share information. It is not an exhaustive list, but any organisation with which we share information will have confirmed their compliance with the GDPR.

- Our administrative/ IT staff associated with accommodation services
- Statutory Government bodies
- Local Authorities (electoral role)
- Our current insurance provider
- Internal and external auditors
- Hallpad
- Software Providers that the University use may need access to resolve IT issues.
- Microsoft – UCB uses Microsoft 365
- Relevant authorities dealing with emergency situations at the University*
- Any other authorised third party to whom the University has a legal/contractual obligation to share personal data with

*Please note that in emergency situations where the University deems it to be in your (or potentially a third party's) 'vital interests' the University may share your personal data, including sensitive personal data with relevant individuals/agencies, e.g. the Police.

Legal Basis

The legal basis under which the University processes your personal data relating to accommodation is as follows:

Processing is necessary for the performance of a contract (See GDPR Article 6(1)(b)) or to take steps to enter into a contract and we will be unable to offer you accommodation without receiving your personal data.

Personal data relating to your health will only be held with your explicit consent to its processing (see GDPR Article 9(2)(a)).

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