**Student Money Advice Service Privacy Notice**

The Student Money Advice Service is one of the Student Support and Wellbeing (SSW) services provided at the University of Chichester. Our Student Money Advisers are committed to maintaining the confidentiality of your personal data, and this is also a condition of their contract of employment with the University. They are also members of The National Association of Student Money Advisers (NASMA) and abide by their Code of Principles.

All the personal data that we hold about you is processed in compliance with current data protection legislation as follows:

1. The Student Money Advice Service has a contractual legal basis for processing your personal data in order to meet our duty of care to you.
2. Very occasionally some of the personal data you provide will be ‘special category’, which means it is sensitive data which reveals information about your race, ethnic origin, health, mental health and wellbeing[[1]](#footnote-1). In such a case we would obtain your explicit consent to use this data.
3. You do not have to disclose your personal data to us but this may impact on our ability to provide you with funding and advice.

If you have any queries about how we process your personal data please contact: [stumoneyadv@chi.ac.uk](mailto:stumoneyadv@chi.ac.uk)

1. We only collect and use your personal data to provide you with monitory advice and support and will not use it for anything else.
2. We only use personal data that is relevant, appropriate, and necessary for us to carry out various tasks associated with the provision of monitory advice and support.
3. Where funding has been agreed, we will share only information necessary to make the payment with the Finance Department. We will not share your personal data with any other third parties without your explicit consent, unless we have reason to believe you or others may be at risk of harm, or there is a legal requirement for doing so.
4. We will endeavour to keep your personal data accurate and up-to-date but if you notice that any of the personal data we hold about you is inaccurate or incomplete this can be corrected by contacting us using the details above.
5. We only keep your personal data for as long as is necessary for the purposes described in this privacy notice. This means we keep it securely for three years after you have left and then it is securely deleted.
6. We have secure processes in place to keep your personal information safe when it is being processed, which includes when we share your personal data (as described above) and how we store your personal data. We take appropriate measures to ensure that your personal data remains safe and secure, and that it is only processed in a way that is consistent with our privacy policy.

For more details on how we use your personal data including your rights under current data protection legislation please see:

* the Student Support and Wellbeing Privacy Notice:   
  <https://www.chi.ac.uk/sswprivacy>
* the University’s Data Protection web pages:  
  <https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>

The University’s Data Protection Officer can be contacted on [DPOfficer@chi.ac.uk](mailto:DPOfficer@chi.ac.uk)

1. The full list of special categories of personal data includes: racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation. [↑](#footnote-ref-1)