



## Accommodation Privacy Notice

### 1. University of Chichester's Privacy Standard

The Accommodation Office Allocation Policy, procedures and processes complies fully with data protection legislation and the University's Privacy Standard, which is located on the University's website here: <https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>.

### 2. How we will process your personal data

The Accommodation Office will only process your personal data for the purposes set out below:

- To allocate you a room in University owned and managed accommodation;
- To enter into a licence agreement [contract] with you;
- In order to meet our legal compliance obligations;
- To protect your vital interests in the event of a serious accident or emergency (next of kin etc.)
- To provide private rented sector landlords or their nominated agents an appropriate reference only when you have explicitly consented to such reference being given.
- In order to meet our duty of care to provide a safe and secure campus for students we may have occasion to process your personal information if you are involved in a security related incident that puts either yourself or others at risk.

### 3. What data is collected

The Accommodation Office will only collect personal data as required for the purposes described above. We will either collect the following information from you directly or if it is information we already hold about you as part of your application to study at University, it will be imported from the University's student records database:

- Name
- Student Number
- Date of Birth
- Nationality
- Gender
- Medical Conditions
- Home Address
- Contact Numbers
- Next of Kin (Name, Address, Contact Numbers)
- Course of Study
- Other personal information which you choose to include, which is relevant to your application.

#### **4. How we will protect your personal data**

We will take all necessary steps to protect your personal data and will ensure that it is only processed in a way that is consistent with our privacy notice. We will implement appropriate organisational and technical security measures to protect your personal data against unauthorised access, disclosure or processing.

We use a secure server to store the personal data you give us and in addition to this, access to personal data held in the Accommodation allocation system is controlled by the use of usernames and passwords. Only authorised Accommodation Office staff will have access to your personal data.

#### **5. Data Sharing**

Your personal data will not be used, made available or otherwise disclosed for purposes other than those specified within this privacy notice. We may on occasion share data with other internal University departments where this is necessary to facilitate a positive student experience. We will not share your personal data with any third parties, without your explicit consent, unless there is a legal requirement or basis for doing so, other than as described below.

Occasionally, we may need our supplier to access the data. This would be for the purposes of assisting us in upgrading or developing the accommodation management system or to make repairs. In these instances, we ensure that they perform their duties in a way compatible with this privacy notice and in accordance with data protection legislation.

Information may be shared with our external security providers as part of our duty of care to provide a safe and secure campus for our students. The system used for this is a secure University database, which enables the transfer of security information from overnight contracted security personnel to University staff in Accommodation, Estate Management, Health and Safety and Student Support.

#### **6. Data storage and retention**

Your data will be retained in order to fulfil the purposes described above and it will then be deleted by secure means. The Accommodation Office will retain your data for a period of 2 years after you have graduated from the University in order to fulfil our obligations for crime prevention and detection and also for references where consent has been given.

#### **7. Keeping your personal data up-to-date**

If any of the personal data we hold about you is inaccurate or incomplete this can be corrected by contacting the Accommodation Office.:

Telephone: 01243 816069

Email: [accommodation@chi.ac.uk](mailto:accommodation@chi.ac.uk)

#### **8. Automated decision making**

In accordance with our Accommodation Allocation Policy, the majority of applicants are allocated via an automated process within our accommodation management system i.e. we operate a 'lottery-based allocation system'.

## **9. Who to contact**

If you have any concerns or queries about the accommodation allocation process please contact us using the details above.

## **10. Your rights**

To find out about how you can exercise your rights as a data subject please refer to the University's Privacy Standard and Privacy notice - Applicants and Students: <https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>

## **11. Complaints**

If you wish to raise a complaint about how we have handled your personal data, you can contact our Data Protection Officer at [DPOfficer@chi.ac.uk](mailto:DPOfficer@chi.ac.uk).

If you wish to complain about any aspect of our information rights practice you may do so by contacting the Information Commissioner's Office via [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).