**Privacy Notice: How OSCAR handles your personal data in relation to academic appeals**

OSCAR is part of the University of Surrey.We are registered as a data controller with the Information Commissioner’s Office (our notification number is Z6346945) and we are committed to ensuring that the personal data we process is handled in accordance with data protection legislation.We have a named Data Protection Officer, James Newby, who can be contacted via dataprotection@surrey.ac.uk.

**What information do we collect from you?**

OSCAR holds and processes personal data about current and former staff, current and former students and third parties. This could include personal sensitive information (for example, relating to health matters).

The personal data we hold about you consists of contact details, name, student number, photo images, health information, academic records and any other information relevant to the processing of your academic appeal. We only collect the data we need in order to fairly and thoroughly process your academic appeal. We keep that data up to date.

We receive this data from you when you submit an academic appeal and as part of the subsequent processing of the appeal. This processing involves the collation of information from other Departments within the University:

* Student Services and Administration (for example to review marks, extenuating circumstances applications, academic misconduct records etc.)
* Library and Learning Centre (including records held by Additional Learning Support)
* Accommodation Services and Wardens
* Academic staff (including Personal Tutors, Supervisors, Programme Leaders, etc.)
* Security Services
* Records held by Faculties and/or the Doctoral College
* IT Services
* The Vice Chancellor’s Office
* Recruitment and Admissions

The list above is not exhaustive, but provides a comprehensive overview. You should contact oscar@surrey.ac.uk if you wish to receive further detail.

We may also collect information relating to you from other internal sources, such as SurreyLearn or publicly available social media.

We may also obtain information from other organisations (for example, organisations concerned with health or organisations providing placements).

**Why do we collect this information?**

We collect your personal data in order to undertake a thorough investigation of the issues raised as part of your academic appeal. We are unable to process your academic appeal without the collation and processing of data provided by you and other University Departments.

We take our obligations for data handling very seriously and it is therefore important for you to know that we process data in relation to investigating your academic appeal in the legitimate interests of the University of Surrey. These purposes will never override your personal interests, fundamental rights and freedoms which require protection of your personal data.

**What do we do with your information?**

The University processes personal data and special category data in accordance with data protection legislation and its own Data Protection Policy.

We review and collate information that you have provided to the University in order to process your academic appeal. We collate information about you from other University Departments, publicly available sources and other organisations only when it is relevant to the processing of your academic appeal.

Information collated in relation to the academic appeal may be shared in order to process other student-facing regulations. For example the *Student Disciplinary Regulations, Regulations for Fitness to Practise* or *Regulations for Fitness to Study*.

**How long do we keep your information?**

We keep your personal data in accordance with the University’s retention schedules. This means that data collected and stored by OSCAR as part of the academic appeal process is kept for 15 months after the date that you are no longer a registered student at the University or 15 months after the academic appeal is closed (whichever is the latter). The information is then destroyed.

**Who do we share your information with?**

It may be necessary to share your personal data with the following University Departments in order to process your academic appeal:

* Student Services and Administration
* Library and Learning Centre (including Additional Learning Support)
* Accommodation Services and Wardens
* Academic staff (including Personal Tutors, Supervisors, Programme Leaders, etc.)
* Security Services
* Faculties and/or the Doctoral College
* IT Services
* The Vice Chancellor’s Office
* Recruitment and Admissions

It may be necessary to share your personal data with theUniversity of Surrey Students’ Union in order to process your appeal. You should contact the [USSU](https://www.ussu.co.uk/yourunion/Pages/Contacts_Us.aspx) directly for a copy of their Privacy Notice.

The list above is not exhaustive, but provides a comprehensive overview. You should contact oscar@surrey.ac.uk if you wish to receive further detail.

As part of routine authenticity checks we may also share copies of documentation that you have provided with the authors. This is conducted in order to verify that documentation is genuine.

**Personal data that you have provided about third parties**

By submitting personal data about third parties you are confirming that the third party is aware and understands why their personal data has been provided to the University and how it will be processed.

**What rights do you have in relation to the way we process your data?**

You can find detailed information about your rights as a data subject on the University’s webpage.

You have the right to ask us to confirm that your personal data is being processed and to access (i.e. have a copy) of that data as well as to be provided with supplemental information about the processing.

Where the data we hold on you is inaccurate, you may request that we rectify these inaccuracies.

You have the right to have your data erased by us, although in certain circumstances we may not be able to do this. The circumstances where this applies can be found in the data subject rights information on the University’s webpage.

You can withdraw your consent to process your academic appeal and we will destroy information collated in relation to your academic appeal 15 months after the date that you are no longer a registered student at the University or 15 months after the academic appeal is closed (whichever is the latter).

We will keep the aggregate data which does not identify you within our datasets.

You have the right to restrict the ways in which we process your data. This means that, if requested, we will only store your data.

You have the right to object to the way we process your data. To exercise this right, please contact dataprotection@surrey.ac.uk

Where we are using your data to make automated decisions about you or to carry out profiling, you can ask us to stop. There are certain circumstances where we may not be able to stop carrying out this activity. You can find more detail in the data subject rights information on the University’s webpage.