

Privacy Notice: How *Global Engagement Office* handles your personal data

The Global Engagement Office – 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

One of our responsibilities is to tell you about the different ways we collect and use your personal data. This statement provides details about these uses. In addition to this statement, you may be given further information about the uses of your personal data when you use certain services offered by the University of Surrey.

What information do we collect from you?

Global Engagement Office holds and processes personal data about students.

The personal data we hold about you consists of

- Name
- Gender
- Date of Birth
- Passport Details (for incoming students)
- Contact Details
- Photo image (if requested)
- Emergency Contact Details (for incoming students)
- English Language Test Results (if applicable)
- Other relevant vocational/educational evidence (if applicable)
- Special needs (if applicable)
- Bank Details (for outgoing students)
- Criminal Conviction (if applicable)
- Academic Transcript of Records (for home institution)
- Academic Transcript of Records (for host institution)
- Images taken as part of events organised by the Global Engagement Team
- Police Check Certificate (For applicable Nursing students)

We receive this data from you when you complete the application form, take part in events organised by the Global Engagement Team and as part of your academic stay at Surrey or at a partner institution.

Why do we collect this information?

The University collects only the data we need and we keep the data up-to-date and only for as long as it is needed.

We collect your personal data in order to...

- Manage your exchange/study abroad/summer school application
- Comply with visa requirements
- Contact relevant parties in case of emergency
- Comply with internal and external audits
- Promote the exchange/study abroad programme

We take our obligations for data handling very seriously and it is therefore important for you to know the lawful basis for us processing your information:

When we use your data to manage your exchange or similar, we process data to ensure that we can carry out our public role as an educational and research establishment, meeting legal, moral and contractual obligations as laid out in the University's Charter.

We also process data to meet our statutory and legal requirements, specifically Erasmus compliance, HESA compliance, UKVI compliance.

We also process data in our legitimate interests to facilitate your exchange. These legitimate interests are determined through an assessment made by weighing our requirements against the impact of the processing on you. Our legitimate interests will never override your right to privacy and the freedoms that require the protection of your personal data.

We process data because you give us your consent, specifically to promote the exchange programme or summer school to other students. We do not use the data we collect to make decisions about individuals or to analyse information on an individual level.

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 combine the data you provide with data obtained from student records and the partner institution to keep a record of your student journey.

How long do we keep your information?

We keep your personal data in accordance with the University's retention schedules. This means that your data is kept for 80 years and then destroyed.

Who do we share your information with?

In order to enable your exchange/summer school participation we share your personal data internally with

- Student Records
- Accommodation Services
- Academic Exchange Co-Ordinators / Academic Staff

We share your personal data **externally** with the following third parties

- The partner (or equivalent) institution
- QS Unisolutions MoveOn
- European Commission (for outgoing Erasmus)
- British Council – National Agency (for outgoing Erasmus)

We do this in order to

- Allow exchange recognition at the partner institution
- Maintain a record of your exchange required to facilitate the exchange process
- Meet reporting and audit requirements

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

As an individual whose data we process (a data subject), you have certain rights in relation to the processing. You can find detailed information about your rights as a data subject on the University's webpage.

To exercise any of your rights, please contact dataprotection@surrey.ac.uk.

You also have the right to complain independently to the Information Commissioner's Office about the way in which we process your personal data, if you are not satisfied with our response to your concerns.