Privacy notice – Housing for Students

Read about how we process personal data and find out about your rights.

**This notice outlines the University’s processing activities relating to Housing for students and covers the following:**

* overview
* the basis for processing your personal data
* personal data we collect about you and how we use it
* retention of personal data
* disclosure of personal data
* your rights including access to information and correction
* how to contact us.

Overview

The University of Sussex is registered as a data controller with the Information Commissioner’s Office (ICO). Our registration reference is Z6428144.

You can refer to the University’s [Data Protection Policy](http://www.sussex.ac.uk/ogs/policies/information/dpa/dataprotectionpolicy) for more information about our commitment to processing personal data in a way that is compliant with data protection legislation.

The Data Protection Officer for the University of Sussex is Alexandra Elliott, Head of Information Management and Compliance. If you have any queries concerning your personal data and how it is processed, contact the Data Protection Officer at dpo@sussex.ac.uk.

The basis for processing your personal data

We process personal information to enable us provide housing services to our students.

When we process personal data, there needs to be a legal basis for doing so and, if we process special categories of data, we need to meet additional conditions too.

The University will process your personal data to enable us to enter into an agreement with you for your housing, or on the basis of our legal obligations as a landlord. In some cases, we will have sought your consent to process your data. We may also process personal data where we consider there is a legitimate interest, of the University, yourself or another party, to do so but only where those interests are not overridden by your rights.

Where we process special categories of data, such as disability information, it is because we have your consent to do so. We will also ask for information about criminal offences, when considering housing applications and again, this will be with your consent.

Further information about the legal basis for processing data and dealing with special categories of data can be found on our data protection webpages [here](http://www.sussex.ac.uk/ogs/policies/information/dpa/dataprotectionpolicy) and on the [ICO’s website](http://www.ico.org.uk/).

Personal data we collect about you and how we use it

We will collect the following personal data about you:

* Name, date of birth and other basic identifying information;
* Gender;
* Contact details;
* Your Sussex School of study and level of study;
* Required room type and other requirements;
* Health data and reasonable adjustment requests;
* Criminal convictions data relating to relevant unspent convictions; and
* Information collected during your time in University housing, such as compliance with the terms of the licence.

We collect and use the personal data so that we can consider applications for housing, allocate housing to students and put reasonable adjustments in place in relation to accommodation. We also process personal information to carry out our responsibilities as a landlord and to meet our requirements under the license. We will use the information to consider whether you are meeting your obligations under the license and to take action as necessary.

For more general information about how we use personal data at the University, see our [University Privacy Notice](https://www.sussex.ac.uk/about/website/privacy-and-cookies/privacy).

Retention of personal data

The University will only keep your personal data for as long as is necessary for the purpose for which it is processed. This means that usually we will retain your data as follows:

We keep data about you if you are eligible to apply for housing, or you enquire about or apply for housing. If you do not apply, if your application is unsuccessful or you decide not to take up the offer of housing, we will retain your data for one year and then delete it.

If you successfully apply for housing and have a licence with the University, we are required to keep your data for six years after the end of the licence period. It is then deleted.

We may also keep information about individuals during their time at the University if a decision has been made that the University should not house them, for example because of repeated or significant breaches of the licence.

Disclosure of personal data

We will usually only disclose your personal data to a third party when we are required to by law, where we have your consent, or where appropriate arrangements are in place with regard to data sharing.

For example, the University needs to share your data with our partners who provide facilities on campus. This includes Sussex Estates and Facilities LLP and Balfour Beatty who provide a number of services such as security, post distribution, cleaning and maintenance. We also share data with third parties such as StarRez and Salto who provide software to help us manage our housing services. We have appropriate contractual arrangements in place to ensure the protection of your data.

Your rights including access to information and correction

You have a number of rights under the Data Protection legislation, including the right:

* to rectify inaccuracies in personal data that we hold about you
* to be forgotten in some circumstances, that is your details to be removed form systems that we use to process your personal data
* to restrict the processing of your personal data in certain ways
* to obtain a copy of your data in a commonly used electronic form
* to withdraw consent where that is the legal basis of our processing
* to object to certain processing of your personal data by us

Further information about your rights can be found on the [ICO’s website](http://www.ico.org.uk/). You may also contact the Data Protection Officer for further information.

You also have the right to ask to see what personal data we hold about you, known as a subject access request. For more information, refer to our [Data Protection pages](http://www.sussex.ac.uk/ogs/policies/information/dpa/rightsofindividuals) for guidance on how to submit subject access requests.

You have a right to complain to the ICO about the way in which we process your personal data. [Information on how to report concerns to the ICO](https://ico.org.uk/concerns/).

How to contact us

If you have any questions about this privacy notice or the information we hold about you, you can contact the University’s Data Protection Officer by email at dpo@sussex.ac.uk or you can write to Alexandra Elliott, Data Protection Officer, University of Sussex, Sussex House, Falmer, Brighton, BN1 9RH.