



## STUDENT APPLICANT DATA PROTECTION NOTICE

Futureworks is the data controller for the information you provide during the application process. If you have any questions about how we handle your information, please contact [dcu@futureworks.ac.uk](mailto:dcu@futureworks.ac.uk)

This document will explain how we collect and process your personal data. We are classified as a Data Controller for personal data, and we are registered as such with the Information Commissioner's Office (ICO), our reference number is ZA338879.

From 25<sup>th</sup> May 2018, we will be processing your data in accordance with the General Data Protection Regulation (GDPR).

### YOUR RIGHTS

The GDPR provides the following rights for individuals:

- The right to be informed about the collection and use of your personal data
- The right of access to your personal data
- The right to rectify the data that we hold about you to correct inaccuracies
- The right to be forgotten, to have your personal details removed from systems
- The right to restrict processing of your data in certain ways
- The right to obtain a copy of your personal data in a commonly used electronic format
- The right to object to certain processing of your data
- Rights in relation to automated decision making and profiling

More information about the GDPR and your rights can be found on the Information Commissioner's Office website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

### APPLICATION PROCESS

All of the information you provide during the process will only be used for the purpose of processing your application, or to fulfil legal or regulatory requirements if necessary. The information we ask for is used to access your suitability for studying at Futureworks. You do not have to answer every question, but it might affect your application if you do not.

Applications to our undergraduate courses is through the Universities and Colleges Admissions Service, their privacy notice can be found here: <https://www.ucas.com/corporate/about-us/privacy-policies-and-declarations/ucas-privacy-policy>. We receive information from UCAS about you, that you have provided to them. This will likely be contact details, education background, references, and a personal statement.

Applications to our Diploma and Foundation courses, and any short course offered, will be via an application form that is available on the website or at Open Days. This form will ask for details about your education, as well as some personal details so we can set up your record.

As part of the application process we might ask you to attend an interview, in which information about you will be generated as interview notes. If you are unsuccessful following the interview, we will retain your information for a period of twelve months.



## OFFER TO THE COURSE

If Futureworks gives you an offer for a place on one of our courses, we will ask for some information as part of the enrolment contractual process:

- Proof of your identity and proof that you can work in the UK
- Emergency contact details
- Additional information required by government agencies

We may also ask for the following:

- Proof of your qualifications

Data processors are third parties who provide data processing services for us. They cannot do anything with your personal data unless we have instructed them to do it. They will hold it securely and retain it for the period we have asked them to.

## HIGHRISE

We use Highrise CRM software to track potential students through from initial enquiry, application stage, and as a student. Their privacy notice can be found here: <https://highrisehq.com/privacy/>

## MAILCHIMP

We may send out emails to our mailing list using the MailChimp website. This will only include you if you have opted into the mailing list on your first contact with us, and you can unsubscribe at any time. Their privacy policy can be found here: <https://www.leonherman.co.uk/privacy-policy/>

## RETENTION OF RECORDS

If you enrol on one of our courses, the information you provide during the application process will be retained by us as part of your student file for the duration of your course plus 1 years following the end of your engagement with Futureworks. Some information will be retained longer, details of this can be found on the student privacy notice.

## CONTACT FOR QUESTIONS

If you have any questions about anything in this notice, please contact the Data & Compliance Unit on [dcu@futureworks.ac.uk](mailto:dcu@futureworks.ac.uk). You can also write to us at Futureworks, Riverside, New Bailey Street, Manchester, M3 5FS.

You have a right to complain to the ICO about the way in which we process your personal data. Please see: <https://ico.org.uk/concerns/handling/>