

DATA PROTECTION ACT 1998 - APPLICANTS

1. The University needs to process data about you that relates to your application to the University. Such processing will be in accordance with the Data Protection Act 1998¹ and with the University's Data Protection Policy. The processing of some data is required so that the University can fulfil its obligations to third parties such as the Higher Education Statistics Agency (HESA).

Information about how the University uses your data if you become a student here is in the Student Handbook of Regulations².

2. Where applications are made through an application service or agency (rather than direct to the University) your data will be held by the service and will also be transferred to the University. Such services include the Universities and Colleges Admissions Service (UCAS) and the Graduate Teacher Training Registry (GTTR).

3. The University protects the information it has about applicants and the standard response to enquiries about individuals is that information cannot be disclosed to other organisations and/or individuals without consent, except to:

- i) University staff who need the information for administrative, recruitment, or quality assurance purposes;
- ii) other Higher Education Institutions or government agencies for the verification of your personal data held by the University;
- iii) HESA/the Teacher Training Agency (TTA) and other related organisations for statistical and reporting purposes;
- iv) in line with the University's Admissions Policy (May 2009), in exceptional circumstances, applicants may nominate one individual to discuss their application. This person will not be able to make any decisions or change any of the applicant's personal details such as current address.

4. Applicants have the right to access the information the University holds on them. Any person who wishes to exercise this right should complete a subject access request form which is available from http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/informationgovernance/dataprotection/SAR_form.pdf, the University will make an administration charge of £10 on each occasion that access is requested.

5. The University Legal Officer has overall responsibility for data protection
Ms Michaela Boryslawskyj, University Legal Officer
University of Huddersfield
HD1 3DH
Tel: 01484 473000

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¹ Available from <http://www.opsi.gov.uk/acts/acts1998/19980029.htm>

² Available from http://www2.hud.ac.uk/registry/students_handbook.php