

# Privacy Notice

Keele University is committed to preserving your privacy. This privacy notice should be read in conjunction with other privacy information which you can find at:

<https://www.keele.ac.uk/informationgovernance/informationgovernanceforthepublic/>

## Information we collect

Personal details (such as your name, contact details and email address) which you provide by registering with us or submitting an enquiry via the website/application portal and categorise from SCIMS (the University's database). We may also process special (sensitive) categories such as information on disabilities etc. For example, information on disabilities or health issues may be required in order to offer appropriate accommodation to meet the needs of an individual.

This information is required for the purpose of allocating and/or offering University accommodation and the management of your stay in University accommodation.

We will process your data in order to administrate your accommodation contract (e.g. your tenancy agreement).

Where we process sensitive data we may do so with your consent or for substantial public interest grounds or in the interests of public health.

## Data Sharing

The information will not normally be shared outside the University except in certain circumstances; such as accommodation being provided by a third party via a nomination agreement to provide off campus accommodation; provision of bus pass by a third party – i.e. bus company (in exceptional circumstances where campus accommodation may not be available).

## Retention

Data may be retained for up to six years after departure from the University in order to supply legal information or provide property reference requests.

For any individual applying for accommodation and not actually attending the university information will be removed within twelve months.

## Your rights

You have a number of rights with respect to the data we hold about you, including the right to ask for a copy of the information held by us in our records.

Full details of these rights are available at <https://www.keele.a.uk/informationgovernance>

## Changes to our privacy policy

We may amend this policy from time to time. If we make any substantial changes we will notify you by posting a prominent notice on the website.

## Make an enquiry

If you have any queries or complaints concerning the information we hold about you or this privacy policy, or any questions on our use of your information then please contact our Data Protection Officer: [dpo@keele.ac.uk](mailto:dpo@keele.ac.uk)