

# Full privacy notice

## 1. Introduction

Discover Uni is the independent resource for higher education ran by the UK funding and regulatory bodies for Higher Education, which includes the Office for Students, the Scottish Funding Council, the Higher Education Funding Council for Wales and the Department for the Economy (Northern Ireland).

We would like to know views on how to improve the website in the future, such as what resources would be most relevant for teachers and advisers to use or improving the site design. This may involve:

- Inviting you to attend workshops
- Inviting you to participate in surveys feedback surveys
- Inviting you to take part in user testing

Any participation in these activities will be used strictly for the improvement of Discover Uni.

## 2. Who we are

The Office for Students (“OfS”) is the regulator of the higher education sector in England and has certain statutory functions set out in the Higher Education and Research Act 2017. You can find more information about OfS and the work that we do on our website: [www.officeforstudents.org.uk](http://www.officeforstudents.org.uk)

OfS is committed to protecting your personal information and being clear about what information we hold about you and how we use it. This privacy notice tells you what to expect when the OfS collects personal information.

OfS is registered with the Information Commissioner’s Office (ICO). Our registration number is ZA309955 and you can check our entry details on the ICO’s website:

<https://ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/>

## 3. Data controller and Data Protection Officer

OfS is the “data controller” of any personal information collected within scope of this privacy notice. Our location and contact details are below:

Office for Students  
Nicholson House  
Lime Kiln Close  
Bristol  
BS34 8SR

Tel: 0117 931 7317

Email: [dp@officeforstudents.org.uk](mailto:dp@officeforstudents.org.uk)

Our Data Protection Officer (DPO) is the first point of contact for people whose information is processed. You can contact the DPO using the details above.

#### **4. How we will use your information**

We can only use your personal information where we have a specific purpose or purposes for doing so.

We will use your personal data to contact you for further feedback on Discover Uni developments only.

To achieve the above aims, the specific uses that will be made of your personal information are listed below:

- To feedback on website developments
- To seek your views in your capacity as an adviser or teacher on Discover Uni
- To invite you to participate in future surveys, workshops or related consultative activity in your capacity as an adviser or teacher

If we want to use your personal information for a reason other than those purposes set out above, we will tell you before we start that use and provide further information about the new purpose(s).

#### **5. Legal basis for using your personal information**

Under data protection legislation, we require a legal basis to be able to process your personal information for the purposes set out above.

In this case, the legal basis is consent under Article 6(1)(a) of the GDPR 2018.

##### ***Withdrawal of consent***

Consent must be a clear positive action that you have given your agreement to the use of your personal information, and consent can also be withdrawn at any point if you are no longer happy with the use of your personal information for a specific reason. If you wish to withdraw consent, please do so in writing to:

Data Protection Officer  
Office for Students  
Nicholson House  
Lime Kiln Close  
Bristol  
BS34 8SR

[Email address – [dp@officeforstudents.org.uk](mailto:dp@officeforstudents.org.uk)]

Once consent is withdrawn, we will destroy all relevant personal information unless we are relying on a different legal basis to justify keeping your personal information. If that is

the case, we will tell you in writing. However, withdrawing your consent does not affect the lawfulness of processing based on consent before you withdrew consent.

## **6. What personal information we will collect**

The personal information we will collect and use as part of this survey is set out below:

- Your name
- Your email address

## **7. Who we give your personal information to**

We will not routinely pass your information to any other organisation except where required to do so as part of our functions or by law.

## **8. Where your personal information will be stored**

Your personal information will be stored securely within the United Kingdom and will not be transferred outside that territory unless required by a court order.

## **9. How do we protect your personal information**

OfS has a number of security measures in place to protect your personal information, listed below:

- Accredited to the [Cyber Essentials](#) PLUS standard for cyber security
- All staff are required to undertake training in data protection and information security on joining OfS and then on an annual basis;
- Formal information security policies that must be read and understood by all staff;
- Personal information is only available to those members of staff who require access as part of their role.

## **10. Your rights over your personal information**

Once your personal information has been collected, you have certain rights in relation to that personal information that may be exercised. You have the right to request:

- A copy of your personal information;
- Inaccurate personal information held about you is corrected;
- Your personal information to be deleted;
- Processing of your personal information is restricted;
- A copy of your information in a format that allows easy transfer (“data portability”);
- That you are not subject to automated decision making or profiling (if these take place).

All these rights have certain limitations depending on the request and the purpose for which we are holding your personal information. Further information can be found about these rights and our processes for handling such requests at:

<https://www.officeforstudents.org.uk/privacy/individual-rights-under-the-general-data-protection-regulation/>

### **11. How long we will hold your personal information**

We are only able to retain a copy of your personal information as long as it is still needed for the purpose(s) for which it was collected. The personal information you have submitted will be kept for two years after the survey is completed.

After that point, your personal information will be confidentially and securely disposed of.

### **12. Use of cookies on OfS website**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to complete statistical reports on website activity. For further information about our cookies visit: <http://www.hefce.ac.uk/Cookies/> or for further general information visit: [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

### **13. Complaints about the use of your personal information**

If you are unhappy with the way in which your personal information has been handled by OfS, please contact us via our Data Protection Officer (details in section 2) and we will try to resolve your issue informally.

If we are not able to resolve the issue to your satisfaction, you can also make a complaint to the data protection supervisory authority. In the UK, this is the Information Commissioner's Office (ICO) and they can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

### **14. Changes to this notice**

We keep our privacy notices under regular review and we will inform you of any changes to this notice by writing to you via email.