

Privacy notice for UK nationals studying in the EU - full privacy notice

1. Introduction

The OfS has been commissioned by the Department for Education (DfE) to provide guidance and assistance for UK nationals studying in the EU who are considering returning to the UK to complete their studies in the event of a 'no deal' Brexit.

This will include the provision of advice and guidance with the aim of assisting returning UK students to relevant information about completing their higher education qualification in the UK. This guidance is also available to people who are advising UK nationals returning from studying in the EU.

We are working with UCAS to co-ordinate a signposting service to assist students in finding suitable courses to study in the UK.

To access this service, you will need to provide some personal information (as detailed below) to the OfS using a SmartSurvey form.

The OfS will pass personal information submitted by you using the form to UCAS.

Both OfS and UCAS are committed to protecting your personal information and being clear about what information we hold about you and how we use it. This privacy notice explains how information we collect from you will be used.

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

The Universities and Colleges Admissions Service (UCAS) is an independent charity providing information, advice and admissions services to inspire and facilitate educational progression. You can find more information about UCAS and the work that they do on their website: <https://www.ucas.com>

You may also wish to read UCAS's privacy notice, which is available here: [\[link\]](#)

OfS and UCAS are registered with the Information Commissioner's Office (ICO) and you can check both organisations' 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 and UCAS are both “data controllers” (this means that who determines the purposes and means of processing personal data) of any personal information collected within scope of this privacy notice. If you have any questions about how we use your personal information, please email or write to:

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

Email: dp@officeforstudents.org.uk

Data Protection Officer
UCAS
Rosehill
Cheltenham
Gloucestershire
GL52 3LZ

Email: datagovernance@ucas.ac.uk

4. What personal information we will collect

The personal information we will collect and use is:

- First name
- Surname
- EU country of residence
- Email address
- Date of birth
- Whether or not you hold a UK passport
- Level of study (UG / PG / doctoral studies / other)
- Subject area of study (from a drop-down list)

5. How we will use your information

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

Your personal information will be used to signpost you to further information, advice and guidance that is tailored to your circumstances. If you are a returning UK student, your personal information will be passed securely to the Universities and Colleges Admissions Service (UCAS) to provide you with tailored information, advice and guidance to assist you to find a course to complete your higher education qualification.

This information will be collected using a SmartSurvey form.

We will use your name and email address to send you guidance and updates on transferring to a UK higher education provider. Your EU country of residence is used to ensure that we send you the guidance that is right for your circumstances. Your date of birth is used as a unique identifier in combination with your name.

We will also send aggregated data to the Department for Education as part as an evaluation of this exceptional service. You will not be identifiable from this data.

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).

6. 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:

- The data subject has given consent to the processing of his or her personal data for one or more specific purposes (article 6(1)(a))

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

Once consent is withdrawn, we and UCAS 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.

7. Who we give your personal information to

We will share your personal information with the Universities and Colleges Admissions Service (UCAS).

UCAS will use this information to identify suitable courses within the UK for you. If you subsequently go on to make an application to a UK provider, then UCAS will become the sole Data Controller for personal data processed as part of the application process and they will send you details of their privacy policy.

The OfS has an agreement in place with UCAS to ensure the protection of your personal information and to ensure it is only used for the reasons described above.

We will also share aggregate-level data with the DfE as part of an evaluation of this exceptional service. You will not be identifiable from this data.

We will not disclose your information to any other organisation other than those listed except where required to do so as part of our functions or by law.

8. Where your personal information will be stored

The OfS will store your personal data within the UK on secure servers. UCAS will store your personal data within their customer relationship management system, which is hosted in the US (Atlanta). Their agreement with the processor includes EU/US model clauses and the processor is a signatory of the EU/US privacy Shield. Please refer to UCAS's privacy policy for more information.

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.
- Secure encrypted transfer of personal data to UCAS.

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 OfS will keep the personal information you have submitted until the end of this calendar year (2019) after the end of the project commissioned by the Department for Education, and then it will be securely disposed of. UCAS may keep the personal information you have submitted until 31 January 2020, and then it will be securely disposed of.

12. Use of cookies

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 the cookies used on the OfS website visit:

<https://www.officeforstudents.org.uk/cookies/>

Information about SmartSurvey's use of cookies is available on their website here:

<https://www.smartsurvey.co.uk/how-we-use-cookies> and in their privacy policy:

<https://www.smartsurvey.co.uk/privacy-policy>

For further general information visit: www.aboutcookies.org or 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

14. Changes to this notice

We keep our privacy notices under regular review and any changes to this notice will be placed on this website.

This privacy notice was last updated on *07 March 2019*.