



UNIVERSITY OF
LINCOLN

Privacy notice for the creation of a Personalised Academic Study Support plan prior to enrolment.

Your personal information

The University of Lincoln is the data controller for all information collected for the creation of a Personalised Academic Study Support plan for eligible individuals. This privacy notice applies to all individuals who have a) received an unconditional offer from the University of Lincoln, and have also b) declared a disability on their UCAS application. The University of Lincoln would like to use this information to make earlier contact with these individuals and create their Personalised Academic Study Support plan before they enrol at the University of Lincoln.

Personal data means any information relating to an identified or identifiable living person, either directly or indirectly by this information. Examples include; name, date of birth, contact details or IP addresses etc.

Special Category Personal Data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade-union membership, genetic or biometric data used for the purpose of uniquely identifying a living individual or data concerning health, sex life or sexual orientation.

This privacy notice explains how the University will use your personal data (including special category personal data) for the purposes of contacting you to create a Personalised Academic Study Support plan before you enrol at the University of Lincoln.

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What information we collect about you

The University of Lincoln's Student Wellbeing Centre receives information about you when you have received an unconditional offer to study at the University of Lincoln and you have declared you have a disability on your UCAS application. Your contact details will be used to make initial contact to discuss creating a Personalised Academic Study Support plan. The Student Wellbeing Centre will then collect further data from you during an initial telephone appointment. This may include your date of birth, the course you are planning to study, information about how your disability affects you and what recommendations could be put in place to help you academically. If you enrol at the University of Lincoln we will update your Personalised Academic Study Support plan, if you provide us with any changes; such as

further diagnoses or you change course. If you do not enrol at the University of Lincoln your Personalised Academic Study Support plan and associated information and correspondence will be deleted accordingly, please see below for further information.

Keep your details up to date by emailing the Student Wellbeing Centre at studentwellbeing@lincoln.ac.uk.

How we use your information

If you are identified as eligible (you have received an unconditional offer to study at the University and declared a disability on your UCAS application) we will use your contact details provided as part of your application, to make initial contact to discuss whether you would like to create a Personalised Academic Study Support plan. The legal basis for using your contact details is legitimate interests as the creation of the Personalised Academic Study Support plan will clearly benefit both you through the implementation of the plan and the University through allowing staff to support your needs earlier.

If you decide you would like to create a Personalised Academic Study Support plan at this point, we will request additional information from you as part of this process. A Personalised Academic Study Support plan is a document detailing recommendations for academic staff on how best to support you with your diagnosed disability. The legal bases for processing your personal data to create a Personalised Academic Study Support plan before you enrol at the University of Lincoln are consent and explicit consent to process special category personal data. Your Personalised Academic Study Support plan will only be accessed by the Student Wellbeing team before you enrol. If you enrol at the University of Lincoln your Personalised Academic Study Support plan will then be processed following our standard process, this will be explained to you in more detail during your initial telephone appointment. If you do not enrol at the University of Lincoln your Personalised Academic Study Support plan and associated information and correspondence will be deleted accordingly. The legal basis for processing your Personalised Academic Study Support plan once you have enrolled at the University is legal obligation, in accordance with the Equality Act 2010.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here: <http://www.lincoln.ac.uk/home/termsconditions>.

Information we may share with other organisations

No information for this purpose (the early creation of Personalised Academic Study Support plans for eligible individuals) will be shared outside of the University of Lincoln.

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

Information processed abroad

No information for this specific purpose will be shared abroad.

How long we keep your information

If you enrol at the University of Lincoln any information gained or notes made within your file will be kept throughout your time studying and for seven years following your graduation.

If you do not enrol at the University of Lincoln within one month of your anticipated start date your Personalised Academic Study Support plan and any other records held will be deleted.

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

- Access** You have the right to request a copy of any personal information we hold about you.
- If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.
- Portability** If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.
- To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.
- Correction** If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.
- Erasure** This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.
- Restriction** You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted by email on compliance@lincoln.ac.uk or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact the Student Wellbeing Centre at studentwellbeing@lincoln.ac.uk and explain your objection.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. To do this you would need to contact the Student Wellbeing Centre on the email above. If consent is withdrawn the University cannot continue

to create your Personalised Academic Study Support plan before you enrol at the University of Lincoln.

How to contact us

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to complain

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.