

**UNIVERSITY OF CUMBRIA  
PRIVACY NOTICE FOR HARDSHIP FUNDS**

**Introduction**

The University of Cumbria collects and uses personal information about students in accordance with applicable Data Protection and Privacy laws, including the Data Protection Act 1998 and (when in force) the General Data Protection Regulation. Please read this Privacy Statement carefully and contact us if you have any queries.

This Privacy Notice explains how we handle the personal information of Hardship Fund applications.

**What personal information do we collect?**

We will collect and process the following information about you –

*Name, address, contact details, gender, course, financial details*

We also collect some information which is classed as Sensitive Personal Data or Special Category Data, such as –

*Disability*

We will only use Sensitive Personal Data or Special Category Data with your explicit consent, except in limited, exceptional circumstances permitted by Data Protection legislation (for example, to protect the welfare of yourself or others)

**How will we use your information?**

We will use your information for the purposes listed below. We have also provided details of the legal basis on which we will use your information:

<b>Use of your information by us</b>	<b>Legal basis for doing so</b>
To assess a Hardship Fund application to determine eligibility for a standard grant or loan award. Non-standard awards are considered by the non-standard committee on an anonymous basis to agree the level of award. Failure to provide information will prevent the assessment from taking place.	This use of your information is necessary for our contract with you as a student (that is to assess your application).
Information regarding disability will be used to determine the level of any award made	This use of your information is necessary for our contract with you as a student (that is to assess your application) and where you give your consent to the use of information about your disability

All information you provide to us is stored within the European Economic Area (EEA) on our secure servers. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your information will be retained for *7 years after completion of your programme of study*. Following this period your information will be securely destroyed.

### **Disclosure of your information**

The university discloses your information as outlined below -

*None*

### **Your Rights**

Where we rely on your consent to process your information you have the right to withdraw your consent at any time. You can do this by contacting [moneyadvice@cumbria.ac.uk](mailto:moneyadvice@cumbria.ac.uk)

Under the Data Protection Act 1998 and the General Data Protection Regulation you have a right to a copy of the current personal information held on you by the University. To request a copy of your data, please use the request form available on the university website at <http://www.cumbria.ac.uk/dataprotection>

For further information or advice about your rights under the Data Protection Act, including details of how to contact the University's Data Protection Officer, please see our webpages at <http://www.cumbria.ac.uk/dataprotection>.

You can also visit the Information Commissioner's website for further information and advice on your rights under both the Data Protection Act and the General Data Protection Regulation. You also have the right to complain to the Information Commissioner if you are unhappy with the way your information is being handled. Please see [www.ico.org.uk](http://www.ico.org.uk) for further details.