

# Privacy Notice -

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## Introduction

The University's **SUCCESS Scholarship Scheme** work-stream engages in **connecting BEng and MEng Civil Engineering students with industry sponsors**. We value your privacy and we recognise the need to process the personal information we hold about you ('your data') in a fair and lawful manner.

The University is a "Data Controller". This means that we are responsible for deciding how we hold and use your data. This privacy notice is being made available to you because you are **applying for the SUCCESS Scholarship Scheme**. Its purpose is to inform you about how and why your personal data will be used, and how long it will usually be retained, by us. It provides you with certain information that must be provided under the General Data Protection Regulation (EU) 2016/679) (GDPR), the UK Data Protection Act 2018, and any other relevant data protection legislation that may apply (together 'Data Protection Legislation'). Our registration number with the Information Commissioner's Office is Z6801020.

Data refers to the information that we hold about you from which either on its own or in combination with other information you can be identified and may include names, contact details, photographs, identification numbers, online identifiers and expressions of opinion about you or indications as to our intentions about you. Categories of data held by the University are set out below. Processing means doing anything with your data, such as collecting, recording or holding the data as well as disclosing, destroying or using the data in any way.

This notice may be amended from time to time and you can obtain a current version at: [https://www.southampton.ac.uk/engineering/undergraduate/civil/civil\\_success\\_scheme.page](https://www.southampton.ac.uk/engineering/undergraduate/civil/civil_success_scheme.page)

## Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

## What data does the University collect?

In connection with **your SUCCESS Scholarship Scheme Application and Agreement forms** we will collect, store, and use the following categories of data about you:

- The data you have provided, including name, title, address, your and/or your parent, guardian, agent other advisor/support contact details, personal email address, date of birth, gender,

name of current institution of study, year and level of study and interests, employment history, academic grades, school performance, care leaver status and qualifications.

- Any other data you provide to us to support your application, including information in a personal statement, and information provided during any interview with the University that is required;
- Any identification numbers associated with you, either attributable by the University, or third party sources that share data with us;
- Records of all contact we have with you.

## **What if you do not provide your data?**

If you fail to provide data when requested, we will not be able to process your application successfully. For example, if you fail to provide us with relevant details necessary for making an application to the SUCCESS Scheme we will not be able to take your application further.

## **Why does the University process data?**

We need to process your data to fulfil our contract with you.

Processing your data allows you to:

- Receive necessary information regarding the SUCCESS Scheme.

It enables us to:

- Respond directly to your questions and queries;
- Mail you directly about invitations to events, services that maybe of interest to you, with your consent (when required);
- Track details of our communications with you and store your communication preferences, and consents (when required);
- Deal with complaints, grievances, appeals and disciplinary matters;
- Administer University codes of practice and policies.

## **Processing for limited purposes**

We will only process your data for the specific purpose or purposes that we tell you about, or if specifically permitted by the UK Data Protection Act 2018, and will only process your data to the extent necessary for that specific purpose or purposes.

## **Accuracy**

We always aim to keep your data accurate and up to date. Data that is inaccurate or out of date will be destroyed. Please notify us if your details change or if data we hold about you is inaccurate.

## How will your data be collected?

We obtain your data either directly from you or indirectly from third party sources with whom you have had direct contact, such as your Industry Sponsor. We will always look to ensure that the third party has the lawful authority to share this information with us and has collected it from you fairly.

## How will your data be secured?

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. In addition, we limit access to your data to those employees of the University who have a business need-to-know. They will only process your data on our instructions and they are subject to a duty of confidentiality.

## Holding and retaining your data

We create and hold your data both electronically and on paper. We will retain your data **while you are part of the SUCCESS Scholarship Scheme**. After this period, we will securely destroy your data in accordance with our data retention schedule.

You can obtain full details of our retention schedule at:

[https://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication\\_scheme](https://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme).

## Who has access to your data?

Your data will be shared internally within the University for the purposes of processing **activities related to your participation in the SUCCESS Scholarship Scheme**.

We will only share your data with third parties, for the purpose of processing **activities related to your participation in the SUCCESS Scholarship Scheme**.

All third-party data recipients are required to take appropriate security measures to protect your data in line with our policies. We do not allow our third-party data recipients to use your data for their own purposes. We only permit them to process your data for specified purposes and in accordance with our instructions.

Exceptionally, we may need to disclose your data to a third party if required to do so by law: to protect or defend the University's rights, interests, or property, or those of third parties; act in urgent circumstances to protect the personal safety of University constituents, or the public; or protect against legal liability.

## Automated decision making and profiling

None of the data collected about you will be used as part of any automated decision making or to build a profile of you.

## Your rights

You have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;

- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise these rights please use our [online form](#) or write to:

The Data Protection Officer  
Legal Services  
University of Southampton, Highfield  
Southampton, SO171BJ  
Email: [data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk)

## Communications

If at any stage you are concerned about the content of any communications from the **School of Engineering**, or you wish to change how we communicate with you, please contact us at: [success.scheme@southampton.ac.uk](mailto:success.scheme@southampton.ac.uk)

## Further information

We also have additional policies and guidelines concerning particular activities. If you would like further information or wish to view our Record Retention Schedule please see our Publication Scheme at:

[http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication\\_scheme](http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme).

If you are unhappy with the way that we have handled your data, you can contact us at:

[data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk); or via our website at

<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page> .

Alternatively, please contact the Information Commissioner's Office (see their website at: <https://ico.org.uk/>).