

1. Introduction and Data Controller

The University of Northumbria at Newcastle (“we”, “our”, “us”) is registered with the Information Commissioners Office as a Data Controller - Registration Number [Z7674926](#). We are committed to processing personal data in accordance with our obligations under the UK General Data Protection Regulation (GDPR) and related UK data protection Act 2018.

This privacy notice describes how and why we process personal data in relation applicants (“you”, “your”) to the Turing Scheme, and for outgoing exchange students (“you”, “your”) on mobility placements, and explains how you exercise your rights under the GDPR.

2. Why do we process your Personal Data?

The University collects this personal data in line with academic requirements. Please refer to the [Student Privacy Notice](#) for more detail.

We collect your personal data to process your application to receive funding from the Turing Scheme for International Mobility and to enable us to comply with our associated obligations to submit participant data to Capita, who administer the Turing Scheme funding on behalf of the Department for the Education. Further information regarding Capita’s privacy notice can be found here: [Privacy Policy - Turing Scheme \(turing-scheme.org.uk\)](#)

3. Categories of Personal Data we process

Under the GDPR, we can only process personal data if there is a lawful basis for doing so. Your privacy notice should specify which one you’re relying on for each processing purpose.

Personal data, or personal information, means any information about an individual from which that person can be identified. To carry out our activities and to manage our relationship with you, we may collect, store, and process the following categories of data:

List the types of data you will be processing, for example:

Data Category	Example
Biographical	Name, Gender, <u>Date</u> of Birth, Nationality
Contact Details	Address, email, telephone number
Study Details	Programme, Level
Identity	Passport details, Photos

Special Category Data

Special Category Data is defined as information in relation to an individual’s - racial or ethnic origin; religion; political views; trade union membership; genetics and biometrics (where used for ID purposes); health and disabilities or sex life and sexual orientation. The following Special Category data will be processed for Widening Participation and scheme qualification Monitoring. Some of this will be sourced from existing University data sources otherwise you may be asked to provide at point of application where it is not already held. The categories of data include:

- Low participation neighbourhood
- Mature student
- BAME
- Low income
- Disabled
- Care leaver
- Carer
- Estranged
- Gypsy, Roma or traveller communities
- Female students into STEM
- Military family
- First generation
- Refugees/asylum seekers
- Universal credit or income-related benefit

4. The lawful basis for processing your data

The first principle of the General Data Protection Regulation (GDPR) requires that whenever an organisation processes personal data, it must be processed ‘lawfully, fairly and in a transparent manner’. This requires is to identify a lawful basis under **Article 6 GDPR**. It also requires additional based under **Article 9 GDPR** and **Data Protection Act 2018 (DPA2018), Part 2, Schedule 1** for special Category Data. These have been identified as:

Article	Description
6(1)(a)	With your consent to process your data, for example if you engage with a specific service. Where we rely on consent this will be made clear to you and you are free to decide whether to provide this data with no consequences if you choose not to.
6(1)(b)	Processing is necessary for the performance of our contract with you as a registered student (or in order to enter into a contract). Without this information we would not be able to process your data to provide the contracted services or provide the support necessary to fulfil that contract.
6(1)(e)	Where "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller" We classed as public authority for the purposes of data protection law with the right to process personal data in order to carry out our public interest task as a university, such as providing higher education services, conducting research and the ancillary operations that help us deliver education and research. We rely on ‘public task’ as the lawful basis of processing where the processing is in relation to the University acting in the capacity of a public authority.
9(2)(g)	We may need to process special category data if the processing is necessary in the substantial public interest and there is a basis to do so in law
9(2)(h)	For some professional courses such as nursing, processing may be is necessary for the purposes of occupational health.

9(2)(j)	We may process special category data for archiving, scientific or historical research purposes or statistical purposes, where there is a basis to do so in law
DPA2018P 2,1 (6)	Statutory etc and government purposes
DPA2018P 2,1 (16)	Support for individuals with a particular disability or medical condition
DPA2018P 2,1 (18)	Safeguarding of children and individuals at risk

5. How do we keep your Personal Data Secure?

We have implemented appropriate physical, technical, and organisational security measures designed to secure your personal data against accidental loss and unauthorised access, use, alteration, or disclosure. We limit access to personal data to those employees, agents, contractors, and other third parties that have a legitimate business need for such access.

6. Sharing your Personal Data with Third Parties

We utilise many different storage solutions and IT systems, some of which are outsourced to third party providers. Where processing takes place with an external third party, processing takes place under an appropriate agreement outlining their responsibilities to ensure that there is a legal basis to do so and that the processing is compliant with the Data Protection legislation and verified to be secure.

As part of this processing the University may share your personal data with the following third parties:

- Capita who administer the Turing Scheme funding on behalf of the Department for the Education and their designated auditors.

7. Transfers to countries outside of the UK

Your data may be shared with the overseas the institution to which you are submitting your application.

8. How Long will your Personal Data Held?

We will retain your personal data for seven years it is required audit purposes and then to fulfil any legal requirements.

9. What Are Your Rights Under GDPR

GDPR provides individuals a number of rights in relation to the processing of personal data, each of which may apply to differing degrees' dependent upon the nature of the processing and the legal basis for it. You have the right to:

- [Be informed as to how we use your data \(via this privacy notice\)](#)

International Mobility Privacy Notice

- Request access (a copy) of the personal information that we hold about you.
- Correct inaccurate or incomplete data
- Request that we stop sending you direct marketing communications.

In certain circumstances, you may also have the right to:

- Ask to have certain data 'erased by us.
- Request that we restrict certain processing of your personal data.
- Request that we provide any data you submitted to us electronically be returned to you or passed to a third party as a data file.
- Object to certain processing of your personal data by us

10. Data Protection Officer (DPO) Contact Details

Our Data Protection officer is Duncan James. To exercise your rights, or if you wish to raise a concern about our processing of your data, please contact the DPO on +44 (0)191 243 7357 or via email at dp.officer@northumbria.ac.uk.

11. Lodging a Complaint with the Information Commissioners Office (ICO)

If you are dissatisfied with our processing of your data, or a response to a complaint you have made to us, you have the right to complain to the ICO via Telephone: 0303 123 1113 (local rate) or 01625 545 745, via email: casework@ico.org.uk or for more information see [Information Commissioner's web site](#).