

University of Greenwich Accommodation Service Privacy Notice

Who is the Data Controller?

The University of Greenwich
Park Row
London SE10 9AD
Tel: 020 8331 8000

What is the purpose of processing the data?

The Accommodation Service will process the information given by applicants/students for the purposes of:

- accommodation offer and booking processes,
- the management of hall facilities, and
- management of issues related to the terms and conditions of the Accommodation Licence Agreement for students who become residents including behavioural issues and the pursuit of accommodation fees.

What are the categories of data being processed?

- Title
- Name
- Date of Birth
- Gender
- Permanent Address
- Email addresses
- Telephone numbers
- Emergency contact details
- University ID
- Programme of study
- Financial information with regard to accommodation-related fees and charges
- Information provided by applicants/students regarding their accommodation needs, hall/room preferences, etc. including disability, care leaver or health-related information.

What is the legal basis for processing the data?

A contract with the individual is the primary condition for the processing of this data. Accommodation Services may also rely on vital interests and substantial public interest as a reason for processing data with regard to health, safety and security including the need to contact the applicant/student's listed emergency contact person.

Who might the data be shared with?

- University of Greenwich staff if necessary.
- Applicant/student details may be shared with third parties that the university engages with, under agreements which comply with Data Protection legislation, for the aforementioned

purposes including hall management providers, administrators of the accommodation database, hall insurance providers and agencies contracted for the pursuit of hall fee debt.

- Data provided relating to disability and/or health-related matters may be shared with University of Greenwich staff if necessary, and may also be shared with outsourced hall staff if necessary, under contract, in order to assist with hall and room allocation and/or to ensure the health, safety and security of the student/applicant and others. If applicants/students do not wish for this information to be shared with outsourced hall staff they are advised to contact the Accommodation Service in writing but they should note that this may affect the ability of the Accommodation Service to provide them with the most suitable hall and room allocation.
- Name, hall addresses, university email addresses and nationality of resident students may be passed to the Electoral Services to allow them to alert students to voter registration. If applicants/students wish to opt out of this they are advised to contact the Accommodation Service in writing.

Will data be shared overseas, and, if so, where and how?

Data will only be shared overseas on a need to know basis with agencies, under agreements which allow for the exchange of personal data, involved in hall fee debt pursuit if referred by the university's UK agency.

What will be the retention period of the data, or the criteria to determine it?

Data will be kept for 6 years plus the current academic session year.

Will the data be subject to automated decision making?

There is no automated decision-making.

What are the rights of the data subject?

These can be found [on our website](#).

Accommodation Services contact details

Avery Hill Campus Accommodation Service email: <mailto:ah.accommodation@gre.ac.uk>

Greenwich Campus Accommodation Service email: <mailto:gr.accommodation@gre.ac.uk>

Medway Campus Accommodation Service email: <mailto:me.accommodation@gre.ac.uk>

Telephone: 020 8331 8272