

**Who will own my data once I submit it?**

University of Liverpool

Why do you need my information?

We need your information to allow us to accurately record what your income and expenditure is to enable us to assess your University Hardship Fund application.

What allows you to use my information?

The University Hardship Fund (UHF) has been established to provide support for home (i.e. UK), and overseas (including EU) students experiencing financial hardship. The UHF is part of the University's commitment to providing financial support to students in hardship. Details of additional support are available here <http://www.liverpool.ac.uk/study/undergraduate/finance/scholarships/>). This guidance is for UK students and other students who qualify for UK funding from Student Finance.

For students to apply to the UHF, we need to request information to support the application and we will be unable to assess consider you for support without the required evidence. Guidance for the UHF is agreed yearly which clarifies information that can be requested to support the application. The University can be audited on financial interactions.

Who will my information be shared with?

Your information will be used by Money Advice and Guidance to complete the UHF assessment. Cases can be discussed with other members of Student Services. If we need to share your information more widely your consent will be requested.

Do I have to provide this information and what will happen if I don't?

We will be unable to assess your application if all requested information is not provided.

How long will you keep this data for and why?

Documents are kept for 7 year (including current year)

How will my information be stored?

Data will be stored securely on the University network.

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad and why?

No

What rights do I have when it comes to my data?

Under the UK General Data Protection Regulation, you may have the following rights with regards to your personal data:

- The Right to subject access – you have the right to see a copy of the personal data that the University holds about you and find out what it is used for.
- The Right to rectification – you have the right to ask the University to correct or remove any inaccurate data that we hold about you.
- The Right to erasure (right to be forgotten) you have the right to ask the University to remove data that we hold about you.
- The Right to restriction – you have the right to ask for your information to be restricted (locked down) on University systems.
- The Right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request.



- The Right to object – you have the right to ask the University to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.
- The Right to prevent automated decision making – you have the right to ask the University to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

Please note that not all rights apply in all situations. To find out more about [your rights under the UK GDPR](#), please visit the Information Commissioner's website.

To request a copy of your data or ask questions about how it is used, contact:

Dan Howarth, Data Protection Officer

- Email: legal@liverpool.ac.uk
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the University's Data Protection Team by writing to:-

- Dan Howarth, Data Protection Officer
- By email: legal@liverpool.ac.uk
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

You also have the right to complain to the Information Commissioner's Office using the following details:

- The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45
- Website: www.ico.org.uk