

Student Accommodation – Privacy Notice

This privacy notice explains how we collect, store, process, and share your personal data and your rights in relation to the personal data we hold about you.

The Data Controller of the information being collected is: UHI Perth, Crieff Road, Perth, PH1 2NX. Tel: 01738 877000

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at: dataprotection.perth@uhi.ac.uk

This privacy statement relates to the following process:

Use of personal data in the application process for the UHI Perth Student Accommodation and in the administration of your tenancy in the UHI Perth Student Accommodation.

Your information will be used for the following purposes:

- To verify your status as a student (or applicant).
- To process your application and administer the tenancy agreement and conditions of your tenancy.
- To request, collect, and manage your account for the purpose of collecting rent and to provide you with periodic account summaries. This includes the issue of any overdue or damage notices, to pursue rent arrears, and where necessary to provide your details (including your guarantor's details) to a debt management agency.
- To monitor and enforce the clauses of your tenancy agreement.
- To provide your data where necessary to comply with statutory health and safety law, including public health protection legislation, and all relevant statutory reporting requirements.
- To monitor and safeguard the wellbeing of UHI Perth students and residents.
- UHI Perth may collect and use your data to fulfil its legal obligations under the Equality Act 2010, including reporting, and in order to provide you with necessary reasonable adjustments to its services or facilities.
- Your data may be processed for the purposes of crime prevention or detection as instructed, or directed, by relevant law enforcement authorities (including the Police) where such processing is required for the law enforcement authorities' crime prevention and detection purposes. This may include providing details to the Police or other relevant authorities where UHI Perth believes the information would be of assistance to those agencies in the course of crime prevention and detection work.
- To communicate with you by email, letter, or telephone in the course of carrying out the above processes.

Our legal reason(s) for using the data are:

Use is necessary to process your application and for the performance of a contract (Tenancy Agreement) with you. Processing is necessary for UHI Perth to meet its legal obligations under: Health and Safety laws and regulations, legal obligations for crime prevention, legal obligations as a corporate parent, its duty of care, and under safeguarding legislation.

Your data may be shared with:

Your data may be shared with UHI Perth's nominated Debt Collection Agency if required for the purposes of payment collection.

Your data will be retained for the following length of time:

Your personal data (and that of your guarantor) will be retained by the University and stored securely for the current session + 6 years.

The following rights are rights of data subjects:

- The right to access your personal data.
- The right to rectification if the personal data we hold about you is incorrect.
- The right to restrict processing of your personal data.

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data.
- The right to object to our processing of your personal data.
- The right to request erasure (deletion) of your personal data.
- The right to data portability.

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.