



## **Privacy Notice – Taster Courses**

The University is subject to data protection laws, like the GDPR and the Data Protection Act 2018. This is a notice which explains what we will do with your personal data.

### **What data are we collecting?**

We need to collect the information in the form for the purposes of managing your application for this taster course. We will also generate some data about you (attendance, progression, completion, if there was a complaint etc.) while your application is completed and throughout your course.

### **Why are we using it?**

We are collecting and storing your information in order to fulfil your 'contract' as a student on our taster course. Where you have a disability, perhaps with a specific access requirement, we have a legal requirement to store the data so we can make sure you are not disadvantaged on your course. Where we collect information about your ethnicity, and you choose to provide it, we will use it to run statistics on the students taking our courses. These statistics will not identify you or affect you personally.

### **Who will we give this data to?**

The Taster Courses are run by the colleges of the University and we give the college running your course your data when you apply. The University and its colleges may use companies to provide services to us to help deliver your application and course, but they will be under our instruction and will not do anything with your data we do not want them to. We will share data with your school and parent / guardian about whether you attended the course and how you did. We will also contact them in an emergency.

### **What else will we do with your data?**

We will use your data with those of other applicants to provide us with statistics about our courses. These statistics will not identify you or affect you personally. You can also sign up with our mailing list below if you want us to keep you posted on any other courses.

### **How long will we keep your data for?**

If your application is successful and you undertake one of our courses, we will retain your data for 6 years after you complete. If your application is unsuccessful we will keep your data for a year.

**How can I find out more?**

You can find out more about your rights under data protection law, as well as our policies and the contact details of our Data Protection Officer, at the following link:

<https://london.ac.uk/about-us/how-university-run/policies/data-protection>