**York Futures Scholarships - Student Privacy Statement**

This privacy notice is for University of York students who apply for a [York Futures Scholarship](https://www.york.ac.uk/students/work-volunteering-careers/skills/work-experience/yfs/). York Futures Scholarships aims to support current University of York students in improving their personal and professional development by allowing them to access experiences they would otherwise not be able to afford. Applications for York Futures Scholarships are made on an optional basis. There are 4 levels of funding which can be applied for: £250, £1000, £2000-£5000 and £6000.

This privacy notice sets out the ways in which the University of York’s Careers

and Placement Service gathers, uses, stores and shares your data if you apply for and if you are successful in being awarded a York Futures Scholarship. It also sets out how long we keep your data and what rights you have in relation to your data under the General Data Protection Regulation (GDPR).

For the purposes of this privacy notice, University of York is the Data Controller as defined in the General Data Protection Regulation. We are registered with the Information Commissioner’s Office and our entry can be found [here](https://ico.org.uk/ESDWebPages/Entry/Z4855807). Our registration number is: Z4855807.

**Where do we get your data from?**

Much of the data we hold on you comes from your university application and enrollment forms which will be held within our Student Records system. Additionally, the majority of information we hold is provided by you as part of the York Futures Scholarship application form.

Additional information may be provided directly by applicants to the York Futures Scholarships inbox - york-futures-scholarship@york.ac.uk - which can be accessed by specific staff from Careers and Placements and The Office for Philanthropic Partnerships and Alumni (OPPA) on a need to know basis.

**What data do we have?**

[Personal data](https://www.york.ac.uk/records-management/dp/whatispersonaldata/) such as name, University of York email address, course/school details, year of study, start and end dates, mode of attendance, fee status, postcode, etc.

[Special category data](https://www.york.ac.uk/records-management/dp/whatispersonaldata/) provided on a self-selection basis via the York Futures Scholarship application form, such as identifying as having a disability, as LGBTQ+, gender identity and ethnicity.

**What is our legal basis for processing your data?**

* Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract e.g. to deliver our York Futures Scholarship programme;
* Processing is necessary for carrying out obligations and rights in the field of employment law;
* to monitor equality and diversity, these will include characteristics around gender, disability, ethnicity, social class, estranged, care leaver or care experienced, year of study and department of student.

**How do we use your information?**

We will use personal data (and special category data) for the following purposes:

* to assess eligibility and assist selection for a York Futures Scholarship at all levels as detailed on the [York Futures Scholarship Webpage](https://www.york.ac.uk/students/work-volunteering-careers/skills/work-experience/yfs/) under the eligibility criteria drop down;
* to contact you in relation to the York Futures Scholarships via email;
* to enable effective communication with you regarding additional opportunities to attend University events (for example York Futures Scholarships donor events);
* to better understand the effectiveness of our widening participation activities and improve offerings accordingly;
* for research, monitoring and evaluation purposes;
* to monitor equal opportunities;
* to compile statistical returns which the University may be required to publish or pass to government bodies or the Office for Students.
* As per the [University of York student privacy notice](https://www.york.ac.uk/records-management/dp/your-info/students/), as a matter of duty of care of the student where a decision is made that it is necessary.

**Who do we share your data with?**

The information provided in your York Futures Scholarship application form along with the information from your student record outlined above will be used by the University of York for the purposes outlined above.

Identifiable information (including widening participation information) is shared within the University with specific members of staff strictly on a need to know basis for the purpose of processing applications. For the most part, de-identified information is shared internally to support the awarding process and for the purpose of statistical reporting.

**How do we keep data secure?**

The University takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability. For further information please see our [IT Security webpages.](https://www.york.ac.uk/it-services/security/)

**How do we transfer your data safely internationally?**

In certain circumstances, it is necessary to transfer your Personal Data (including Special Category Data) outside the European Economic Area. In respect of such transfers, the University will comply with our obligations under Data Protection Law and ensure an adequate level of protection for all transferred data.

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

The University will retain your data in line with legal requirements or where there is a business need. Individually identifiable data of unsuccessful/withdrawn applicants will be kept until the end of the academic year after application. So if a student applies in the 22/23 academic year, their identifiable data will be kept until the end of the 23/24 academic year. Individually identifiable data of successful applicants, as well as aggregated data of all applicants, will be kept for 6 years.

**What rights do you have in relation to data?**

Under the UK GDPR, you have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). You also have a right to withdraw consent. You can verify or correct information at any time by emailing york-futures-scholarship@york.ac.uk. For all other requests, see the [University's subject rights webpage.](https://www.york.ac.uk/records-management/dp/individualsrights/)

**Questions or concerns**

If you have any questions about this privacy notice or concerns about how your data is being processed, please contact the University’s Data Protection Officer at dataprotection@york.ac.uk.

**Right to complain**

If you are unhappy with the way in which the University has handled personal data, you have a right to complain to the Information Commissioner’s Office. For information on reporting a concern to the Information Commissioner’s Office, see their [complaints guidance.](https://ico.org.uk/make-a-complaint/)