



## Privacy Notice – Accommodation

### Background

This Privacy Notice is designed to explain how and why information about individuals in the following categories is used and managed:

- Students and others using GCU Accommodation

All of the personal information will be treated in accordance with the terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure. This notice is intended to meet the transparency requirement of the legislation and to ensure that all individuals in the categories above know how their data will be processed.

### Using your personal information

#### Who will process my information?

Under Data Protection law the University is the “data controller”. This means that the University is responsible for how it uses and processes your information and complying with requests relating to your personal data.

#### Why do we collect and use your personal information?

We will process identifiable information about you for the purpose of managing your use of University accommodation including:

- Managing your application including assessing your eligibility for accommodation
- Processing all aspects of your Occupancy Agreement
- Allocating rooms
- Contacting you regarding breaches of the Conditions of Lease
- Keep you up to date with offers/opportunities available to residents

#### Keeping information updated

The University strives to ensure that all personal information is accurate and up to date.

We ask that you to inform us of changes to your personal details to enable us to keep our information up to date by contacting [accommodation@gcu.ac.uk](mailto:accommodation@gcu.ac.uk)

#### How long is the information kept?

The University will retain your information only for as long as necessary for the purposes described.

Further information is available in the University Records Retention Schedules:

<https://www.gcu.ac.uk/recordsmgt/>

#### Where do we obtain information from?

The information is obtained directly from students, non-students and residents during the booking process and whilst in residence.

**What information is being collected and used?**

Data will consist of the information provided by the “data subject” or a company acting on behalf of the University. Information may be in hard copy or electronic format. This includes:

- Personal information including name, contact details (e.g. email, phone number and residential address), medical or physical requirements, Student ID, photograph and guarantor details

Information is collected about Data Subjects who wish to use GCU accommodation including students of GCU and non-students. We also collect and use information about individuals who act as guarantors for students.

Special category personal information is also processed where it is necessary and lawful for us to do so.

Data relating to criminal convictions and offences is also subject to additional protection.

**Who is the information shared with?**

Your information will be shared internally only with those individuals who require it in the course of their duties.

The University may be required to share your personal information with external organisations, such as third parties like the Electoral Registration Office.

This may happen due to a statutory or legal obligation.

**How is the information kept securely?**

Information is kept securely on University equipment in line with University Information Security and Data Protection Policies. Access is restricted to only those staff or authorised agents who require it and on a “need to know” basis.

**Will the information be used for automated decision-making?**

No.

**Is the information transferred outside the European Union?**

No.

**Your rights**

You have the right to:

- Find out what personal data we process about you and to request a copy of the data
- Ask us to correct inaccurate or incomplete data
- Withdraw consent to process your personal data, if you were asked for and provided consent

If you think we are acting unfairly or unlawfully you can:

- Object to the way we are using your data
- Complain to the UK Information Commissioner’s Office

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data
- Erase your information or tell us to stop using it to make decisions about you
- Provide you with a portable electronic copy of data you’ve given us

Please contact us if you wish to exercise/enquire about any of these rights.

**Contact Details**

Data Protection Officer (DPO)  
Department of Governance  
Britannia Building  
Glasgow Caledonian University  
Cowcaddens Road  
Glasgow  
G4 0BA

Email: [dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk)

**Legal basis for using your information**

The legal condition which enables the University to process personal information is found in Article 6 of the General Data Protection Regulation (GDPR). In particular we rely on:

- Article 6(1)(b) performance of a contract
- Article 6(1)(c) compliance with a legal obligation
- Article 6(1)(d) vital interests
- Article 6(1)(e) performance of a task in the public interests/exercise of official authority

Where special categories of data are processed we will have your explicit consent or another legal reason within Article 9(2) of GDPR will apply.

**Further information**

The Information Commissioner's Office website: <http://www.ico.org.uk>

The University's Data Protection webpages: <https://www.gcu.ac.uk/dataprotection/>

Further information is available in the Student Privacy Notice:

<https://www.gcu.ac.uk/dataprotection/>