



The legal basis for our use of your personal information

How we use your personal information	The legal basis for our use of your personal information						The type of external recipients we may share your information with
	Based on consent that you have provided to us	To perform our contract with you	To comply with legal obligations	To protect your vital interests	To fulfil our public task as an educational establishment	In pursuance of our legitimate interests	
To deliver and administer your education, record the details of your studies (including any placements with external organisations), and determine/ confirm your academic achievements		x			x		Providers of any external/ collaborative learning and training placements or fieldwork opportunities. External examiners and assessors, and external individuals involved in relevant university committees or procedures
To administer the financial aspects of your relationship with us and any funders		x					Your funders/ sponsors (e.g. Trusts, Inns, Research Councils, funders of awards/ prizes). Debt collection agencies, solicitors, court of students local jurisdiction and enforcement agents, acting to recover a debt on behalf of the university. 3rd Party Financial Institutions offering payment solution and responsible for administering your payment and / or refund (Payment Service Provider – Stripe, International refunds, foreign currency cheques - Western Union Business Solutions)
To deliver facilities and services to you (e.g. IT, libraries, careers, and student support and wellbeing services).	x	x			x		Third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf.
To enable your participation at events.		x					Third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf.
To communicate effectively with you by post, email and phone, including the distribution of relevant newsletters and circulars		x					Third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf.
To manage governance, disciplinary (including plagiarism and academic misconduct), complaint, audit and quality assurance processes		x			x		Not applicable.
To support your training, medical, safety, welfare and religious requirements		x	x				Relevant professional or statutory regulatory bodies (e.g. Bar Standards Board) – see Schedule 1.
To compile statistics and conduct research for internal and statutory reporting purposes.			x		x		Higher Education Statistics Agency (HESA) – see Schedule 1 for further details.
To obtain feedback on students’ learning experience.					x		Third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf.
To fulfil and monitor our responsibilities under equalities (Equality Act 2010), immigration, health and safety (Health and Safety at Work etc. Act 1974) and safeguarding legislation (Safeguarding Vulnerable Groups Act 2006)			x				Relevant government departments/ agencies (e.g. Department for Education, Home Office, Department of Health, UK Visas and Immigration, Health and Safety Executive, Independent Safeguarding Authority)

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To enable us to contact others in the event of an emergency				x			Emergency services, your emergency contact, friends and family.
To assist with the administration of students' exemption from council tax and electoral registration, or the investigation of benefit fraud.					x		Your local authority.
To stay in touch with you as an alumnus/alumna and keep you up to date with news, events and fundraising campaigns.						x	Third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (see Privacy Statement).
To provide references about you where you have given the ICCA (or an individual at the ICCA) as a referee						x	Prospective employers/ educational institutions.