

Accommodation Privacy Notice

1. University of Chichester's Privacy Standard

The Accommodation Office Allocation Policy, procedures and processes complies fully with data protection legislation and **the University's Privacy Standard**, which **is located on the University's website** here: <https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>.

2. How we will process your personal data

The Accommodation Office will only process your personal data for the purposes set out below:

- To allocate you a room in University owned and managed accommodation;
- To enter into a licence agreement [contract] with you;
- In order to meet our legal compliance obligations;
- To protect your vital interests in the event of a serious accident or emergency (next of kin etc.)
- To provide private rented sector landlords or their nominated agents an appropriate reference only when you have explicitly consented to such reference being given.
- In order to meet our duty of care to provide a safe and secure campus for students we may have occasion to process your personal information if you are involved in a security related incident that puts either yourself or others at risk.

3. What data is collected

The Accommodation Office will only collect personal data as required for the purposes described above. We will either collect the following information from you directly or if it is information we already hold about you as part of your application to study at University, **it will be imported from the University's student records database**:

- Name
- Student Number
- Date of Birth
- Nationality
- Gender
- M1(o)-5voh

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4. How we will protect your personal data

