



Ashwell House Privacy Policy

This privacy statement outlines how we may use any personally identifiable data about you and the way we protect the data you provide us. All personal data is held and processed in accordance with the current data protection laws. This privacy statement applies specifically to information held about current students and alumni. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

What information we collect

The data held and processed by us includes personal data from the application form.

You may also provide some data for the purpose of processing your application for a place in the form of emails and notifications.

How we use your personal data

Your data is used by us for a number of purposes, including:

- Communicating with you via email, post, or telephone. These forms of communication are used to send you notifications about the ongoing process of admission to the Hall of Residence or communications while you live in the Hall. This information will be stored by us if you accept the place offered you in the Hall.
- Conducting surveys with the aim of helping improve the student experience, or to facilitate our administrative purposes
- Internal record keeping
- Inviting you to alumni events and sending you publications (alumni newsletter)

We will **not** provide your personal data to any third parties without your prior email or written consent.

How long personal data is held

Ashwell House considers its relationship with alumni to be life-long. This means that we will maintain a record for you until such time. You may of course choose to no longer keep in touch and request to delete your data.

Disclosures

Ashwell's Management Committee will have access to your data, but care will be taken to prevent any unauthorised access to your personal data, by other parties.

Additionally, we are under a duty to disclose your personal information in order to comply with any legal obligation, or in order to enforce or apply our rights or to protect Ashwell House, for example in cases of suspected fraud or defamation.

Updating Data

When you leave Ashwell and become alumni, we will use your personal information to keep in touch with you. Once you leave the residence, you will have an option to opt out from our communications or to update any personal information by sending us an e-mail at info@ashwellhouse.org.uk. We update our records when you inform us of any changes.

Security of personal data

Any personal data stored in our database is held on our secure servers, with access restricted to authorised personnel only. We will take reasonable technical and organisational precautions to prevent loss, misuse or alteration of personal data.

Policy amendments

We may update the privacy policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary e-mail address you have provided us or by placing a prominent notice on our website.

The legal basis for processing your personal data for the interdependent purposes set out above is that it is necessary for the pursuit of our legitimate interest to pursue life-long relationships and communication with our residents (current and alumni).

Your rights

You may instruct us to provide you with any personal data we hold about you, subject to providing appropriate evidence of your identity.

If you have any queries about this privacy policy, please write to us by email at info@ashwellhouse.org.uk.