

Privacy Notice

Oxford Brookes University Accommodation Services (where delivered in partnership with Third Party Residences Providers)

Overview

Oxford Brookes University (OBU) and Third Party Residences Providers such as **Unite Students Ltd, CRM Students Ltd, A2Dominion** and **Host** will process data in order to arrange accommodation contracts. The data controller is OBU. OBU holds Nomination Agreements with the Third Party Residence Providers so that students can be nominated to stay inside their student residences. OBU will pass on necessary information to the Third Party Residence Provider.

Why do we need your data?

Your personal data is required for the administration (including payment) of your student accommodation.

Disability / special need information (referred to below as 'sensitive personal data') may be provided for the administration of PEEPs (Personal Emergency Evacuation Plans).

What is our legal basis for collecting this data?

- Personal data (not including sensitive personal data): The parties require this information to enter into a contract with you or maintain an existing one.
- Sensitive personal data: Required to protect your vital interests (i.e. in the event of an emergency situation).

What types of personal information do we collect?

Name
Date of Birth
Gender
Next of Kin.
Address
Email addresses
Phone numbers
Disability and Medical Information (when entered)

Who will OBU share your data with?

Your personal data will be shared with the following third parties:

- CRM Student Ltd in the case you are allocated to Slade Park
- A2Dominion in the case you are allocated to Sinnett Court, Edna Rose Court, Champneys Court and Canterbury House.
- Host in the case you are allocated to the Muse.
- StarRez Inc who provide the University accommodation booking software. Your information is hosted on the software, however, StarRez Inc will only access data in the eventuality that customer support is required with the software.
- Google Inc. (Oxford Brookes University uses Google applications for email and administration). For further information please see the Google Inc. Privacy Policy at <https://policies.google.com/privacy>

- 'Recruitment Agents acting on behalf of international student may be provided with the students room allocation when requested
- Emergency services (will receive Next of Kin details when they request them and residences have provided this detail).

Will my personal data be transferred outside of the European Economic Area (EEA)?

Yes - StarRez Inc technical support is based in the USA and Australia, they may need to access specific files in the event of technical issues. However, this is rare. The University servers host the StarRez software.

What are my rights regarding personal data that you hold?

- You have the right to be informed
- You have the right of access to your data
- You have the right to correct data if it is wrong
- You have the right to ask for your data to be deleted
- You have the right to restrict use of the data we hold
- You have the right to data portability
- You have the right to object to us using your data

Are there any consequences of not providing the requested data?

Yes, we will be unable to provide you with student accommodation services if you do not provide your personal data to us.

Will there be any automated decision making using my data?

No.

How long will we use and store your data for?

- Personal data (excluding sensitive personal data): The duration of your study + 2 years
- Sensitive personal data: The duration of your study + 2 years.

After this period your data will be securely deleted.

Who can I contact if I have concerns about the use of my personal data?

Oxford Brookes University - Please contact the Information Management team.

- Postal Address: Information Management Team, IT Services, Room 2.12, Gibbs Building, Headington Campus, Gypsy Lane, Oxford, OX3 0BP
- Email: info.sec@brookes.ac.uk
- Tel: 01865 485420