

ARU Privacy Notice for the 'Buddy' Scheme (New Students)

PN003

Who are we?

We are Student Services and we are part of Anglia Ruskin University (ARU) Higher Education Corporation. You can contact us at welcomebuddy@anglia.ac.uk

Why do we need your Personal data?

We would like to use your personal data for the following purpose(s):

1. To manage the scheme of helping new students into student life by introducing them to current students for advice and support

What Personal Data do we need from you?

Personal Data	Special Category Data
<ul style="list-style-type: none"> • Name/ Contact details • Age (optional) • Address/ location data • Gender 	<ul style="list-style-type: none"> • We do not need any Special Category Data

What allows us to use your data in this way?

The Data Protection Act (2018) allows us to use your data under the following condition(s):

Personal Data (Click links for guidance)	Special Category Data (Click here for guidance)
<ul style="list-style-type: none"> • (f) Legitimate interests 	<ul style="list-style-type: none"> • Not applicable as we are not collecting or using your Special Category Data

Where else will we get your data from?

Some of the data you gave ARU when you applied to study

Who else will be able to see your data?

Individuals People who don't belong to an organisation:	Data Processors Types of organisation we use to help us deliver our service to you:	Other Data Controllers Organisations that will also use your data for their own purposes:
<ul style="list-style-type: none"> • Your preferred contact details will be shared with a 'buddy' 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

What are your rights over our use of your data?

Our use of your data for this purpose will allow you to exercise the following rights: (Click links for further details)

- The right to be [Informed](#)
- The right of [Access](#)
- The right to [Rectification](#)
- The right to [Erasure](#) The right to [Restrict Processing](#)
- The right to [Data Portability](#)
- The right to [Object](#)
- The rights relating to [Automated Decision Making including Profiling](#)

How long will we keep your data?

For more information about our approach to retaining information please [click here](#).
We will delete or destroy the personal data you give us for the following purposes:

Keeping your admission information and opt-out information to manage your participation
Immediately after the end of the trimester in which the scheme took place

Keeping your name on a list of participants in order to contact you about taking part in the scheme in the future.
Immediately after you let us know you no longer wish to take part

Keeping a basic record of your participation, who you were matched with in order to manage any complaints.
Immediately after the end of the academic year in which your buddy scheme took place

You can find out more about our use of personal data on our [website](#)

Use of your data for this purpose is addressed in the following Corporate Privacy Notice:

- [Current and Prospective Students](#)

And is referenced under the title "What is the legal basis for using your personal data?" under section F8

Concerns or Complaints

If you have concerns over how your data will be used by ARU or by another organisation working with or for us, please contact dpo@anglia.ac.uk with details.

The Data Protection Act (2018) gives you the right to make a complaint to a regulator about our use of your personal data. The regulator is the Information Commissioner's Office (ICO) and they can be contacted at:

- Online: <https://ico.org.uk/make-a-complaint/>
- Phone: 0303 123 1113