

ACCOMMODATION PRIVACY STATEMENT

The university is a data controller for the purposes of complying with the General Data Protection Regulation and any subsequent data protection legislation.

Full details of the university's data protection policy, including your rights along with details of the Data Protection Officer, how to complain to the Information Commissioner can be found at <https://www.rgu.ac.uk/about/governance/information-governance/data-protection>

In order to provide you with university accommodation the university requires to collect and process the following information about you:

- Name
- Address
- Phone number
- Etc

The legal basis which we rely upon to process your personal data will vary but will include at least one of the following:

- That it is necessary for the purpose of entering into a contract with you – Article 6(1)(b)
- Necessary to comply with a legal obligation placed upon us - Article 6(1)(c)
- Where necessary to protect the vital interests of you or another person – Article 6(1)(d)
- Where we have sought your consent – Article 6(1)(a)
 - Where we rely on your consent you will be asked to opt in
 - You can withdraw your consent at any time
- Where we, or a third party, have a legitimate interest in processing the data – Article 6(1)(f)

Your personal data will only be shared with staff in the university's schools or departments where it is appropriate to do so. Your data will be kept secure and only accessed by those who have a need to.

Your data may also be shared with the following third party organisations

Organisation	Reason	Legal basis
Aberdeen Council	Electoral roll/ council tax	Article 6(1)(c)
Emergency services	Vital interests of data subject	Article 6(1)(d)
Debt collection agencies	To recover debt owed to us	Article 6(1)(f)
Non RGU Accommodation providers	To assist you find alternative accommodation	Article 6(1)(a)

Your data will not be transferred out with the EEA.

We do not use automated decision making or profiling whilst processing your data.

Your data will be retained only for as long as necessary and in accordance with our data retention schedule.