



Estates & Facilities – Student Accommodation Privacy Notice

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Privacy Notice

1. Introduction

The University of Wolverhampton ('The University', 'we' or 'us') are a 'Data Controller', as defined by the Data Protection Act 2018 and are responsible for, and control the processing of your Personal Data. You can contact us at email dataprotection@wlv.ac.uk, University of Wolverhampton, Wulfruna Street, Wolverhampton WV1 1LY. Tel. 01902 32 1000. Our Data Protection Officer can be contacted at dataprotection@wlv.ac.uk

We are committed to protecting your privacy. This notice explains how the University of Wolverhampton collects and processes your Personal Data.

How We Use Your Data

Your enrolment data is collated from SITs and imported into the Student Accommodation System (StarRez) to ensure that you are enrolled at the University.

2. Purpose

| Purpose | Lawful Basis (Reason) |
|---|--|
| Allocation of student accommodation | Necessary for a contract or entering into a contract |
| Raising invoices for payment of accommodation | Necessary for a contract or entering into a contract |

3. Principles

Information We Collect

Throughout the application for accommodation process we will always highlight areas where we need to ask for your consent as the lawful basis and will give you the choice to opt-in. If you do consent or opt in, we will let you know how you can opt out in the future. We will not process your personal data for any other purpose other than those stated above without informing you first.

Most of the information that we process about you will have been provided by you. This would be collected from the application and enrolment process. See enrolment privacy notice. Information provided by you will include details such as your full name, gender, date of birth, contact details, such as address, email address, telephone number and information relating to what course you are on.

If you are under the age of 18, we will require additional information from your guarantor, including their name and address, their relationship to you and a copy of their passport. If you are using a guarantor, we will ask them to complete a separate form along with a separate Privacy Notice for them. If you provide us with the details of your guarantor, you must inform them without delay.

The lawful basis we rely on for processing this information is that it is necessary for

entering into a contract between you and the University. In addition, we have a legal obligation under the Equality Act 2010 to collect and process Special Category personal data if you have a disability to ensure you are suitably accommodated. You will be asked to complete a separate medical form if you stated you have a disability.

The implementation of this policy is in accordance with the University’s core values which are to be: Ethical, Respectful, Transparent, Inclusive, and fair, Challenging, Confident, Collaborative and Professional.

4. Scope

The University Student Accommodation Privacy Notice Policy and Procedure applies to all Estates & Facilities Hub Support Staff

5. Roles and Responsibilities Managers

5.1 Manager

The Management Team of the Facilities & Support Information Hubs are responsible for ensuring Staff & Students alike are aware of the policy and procedure on behalf of the Estates & Facilities Support Services

5.2 Employees

Who We Share Your Personal Data With

Information is shared with relevant departments within the University for the purposes specified:

| Recipient or Source | Purpose and type of data | Lawful Basis |
|---|---|---|
| University of Wolverhampton Finance team | Student name and numbers to raise invoices for payment of accommodation, establishing payment plans and processing debt collection. | Necessary for a contract or entering a contract |
| University of Wolverhampton Security team | Student name, student number and room numbers are shared for safety and security reasons and to give the team knowledge of who is residing in the block. Out of hours arrival purposes. Incident responses. | Legitimate Interest of the University in ensuring the security and safety of its students |
| StarRez | Name, Student ID, email address, DOB, Campus, Student Origin | It is necessary for booking your room and entering a contract for the Residential Year. |

We may also share personal details with organisations with enforcement powers such as HMRC or the Police. However, we will only do so if this is required to comply with our legal obligation to disclose information to these bodies.

We will only share the minimum amount of personal data with any of the above and will always do so in accordance with the law.

5.3 Communication with students

Retention

Your full data is retained for the duration of the current financial year plus six years for tax purposes. If you require a guarantor their data will be retained for one academic year or until you are 18.

Your Rights

As an individual, you have several rights available to you. To find out more about how you may exercise those rights, for example the Right of Subject Access: obtaining a copy of your information which we may hold, or the Right to Rectification: correcting any mistakes or completing the information we hold about you, please see our Data Protection web pages available here or the ICO website for more information. Note that because we are collecting this information on the basis that it is necessary for a contract the Rights to Object to Processing and the Right not to be subject to a decision based solely on automated processing will not apply, but you will still have the right to request human intervention from the University and, to express your point of view and to contest any decision in this way.

How to Complain

If you have any queries, concerns or believe that your Personal Data is being handled in a manner which is contrary to statutory requirements, you may wish to contact the University of Wolverhampton's Data Protection Officer via dataprotection@wlv.ac.uk or complain to the ICO via www.ico.org.uk

6. Training

The Policy & Procedure will be disseminated to all Facilities & Support Hub Staff.

7. Exceptions

There are no exceptions to this policy.

8. Terms of Reference

| Term | Description |
|---|--|
| The Student Accommodation Privacy Notice will be regularly reviewed (at least annually) | The policy & procedures shows how the process is managed in conjunction with all stakeholders. |

9. Information and Resources

Contacts:

For general queries, please contact the University by email or phone. Email:

cityaccommodationhub@wlv.ac.uk

Phone: 01902 32 1268

For general queries, please contact the University Corporate Compliance Team via

email: compliance@wlv.ac.uk.

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|----------------------|---------------|-------------------------|--|
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