

Data Privacy Information

1. Your personal information and the University

Aberystwyth University, as data controller, will process this personal data in compliance with the Data Protection Act and General Data Protection Regulation. Contact details for the University's Data Protection Officer can be found here Jonathan Davies – infocompliance@aber.ac.uk.

<https://www.aber.ac.uk/en/infocompliance/dp/gdpr/>

2. Use and retention of your information

We may collect and process student and staff information:

- Via the web, when you fill in finance department forms
- Via your Student Record (Astra), which holds information relating to students and staff
- Via the transfer of information from departments such as HR (Aber People)

We may use your information in a number of ways, these include, among others:

- Administer the financial aspects of student studies such as tuition and accommodation fees
- Process Sales and Purchase Invoices as necessary setting up supplier or customer accounts
- For Administration Purposes
- Enable the university to produce financial information for all stakeholders

The information will be held by the University as it has concluded that it is within its legitimate interests to do so as it both benefits you as user, and also the University and is necessary for financial processing to go ahead. Your data will be kept securely and held on the University's servers and will normally be retained for 6 years.

3. Sharing your information

The University will, in some circumstances, disclose information about students (including sensitive personal data) to authorized third parties. These include, among others:

- SLC – Student Loans Company
 - SUSI – Student Universal Support Ireland
 - SAAS – Student Awards Agency Scotland
 - ELCAS – Enhanced learning credits administration service
- University auditors and insurers
- External Providers of secure online payments (WPM)

The Finance Department will hold information about you during, and subsequent to, your period as a student and may need to contact you regarding any outstanding debts. Where appropriate, information may be passed on to external agencies for processing and follow up actions.

4. How we protect personal information

All data collected through Aberystwyth University Finance Department is stored and processed securely in strict accordance with the Data Protection Legislation.

5. Your rights

You have the right to access your information, object to processing or lodge a complaint with the Information Commissioner's Office.

6. Requests for removal

Any information you supply to finance will not be subject to automated processing of any kind.

Further information on how your information is used across the university, on your rights and on who to contact if you have queries can be found here:

GDPR Legislation information can be found;

<https://www.aber.ac.uk/en/infocompliance/dp/gdpr/>

Data subject rights can be accessed here;

<https://www.aber.ac.uk/en/infocompliance/policies/dp/data-subject-rights/>