

Tailored privacy notice for Durham University Assessment Centre (DUAC)

Clients of DUAC: How personal and special category data is stored.

Data is held in proprietary databases and shared drive folders with access limited to those DUAC staff involved in delivering the assessment service.

Clients of DUAC: How personal data is processed.

Your data will be processed in line with the delivery of the assessment service. This is outlined in the Quality Assurance Framework (QAF) as produced by the Disabled Students' Allowances Quality Assurance Group (DSA-QAG).

The information you provide will be used to inform your initial needs assessment; to make appropriate recommendations to your funding body for funded support, and to help inform any subsequent reviews of support.

Clients of DUAC: Type(s) of personal and special category data collected and held and method of collection.

DUAC will collect and store data required to deliver the assessment service. This will include personal data such as your Contact Details (name, address, telephone number, email address); information about your chosen course of study and institution, and information about any existing mechanisms of support (financial or practical) you are in receipt of at time of your assessment, e.g. other disability related funding or any equipment you may currently use.

It will also include special category data such as information about your disability; its impact upon you and, we will request copies of medical evidence to support this.

This information will be collected by telephone, email, letter, paper form, online form or face to face discussion.

Clients of DUAC: Lawful basis.

When processing your personal data, DUAC relies on consent, as outlined in Article 6 of the General Data Protection Regulation 2018. When processing your special category data, DUAC relies on the additional separate condition of explicit consent, as outlined in Article 9 (2) a).

Clients of DUAC: Who DUAC shares your personal data with.

DUAC will share your personal and special category data with your funding body, so that they may fulfil their part in the needs assessment process and determine what support they will fund for you.

Clients of DUAC: How long personal data is held.

DUAC keeps assessment related data in line with University retention schedules. Ordinarily, this will be for a period of six years after the date of your initial assessment.

Data submitted to DUAC for the purposes of commissioning a needs assessment which ultimately does not proceed will be kept for a period of twelve months after the initial submission to enable processing of any subsequent invoices to the respective funding body, e.g. for cancellation fees.

Clients of DUAC: How to object to the processing of your personal data.

Please contact DUAC on 0191 334 8114 or email: assessment.centre@durham.ac.uk

Clients of DUAC: Visitors to our website.

The DUAC webpages form part of the University of Durham website.

When someone visits www.dur.ac.uk a third party service, Google Analytics, is used to collect standard internet log information and details of visitor behaviour patterns. The university does this to find out things such as the number of visitors to various parts of the site. This information is only processed in a way which does not identify anyone. The university does not make, and does not allow Google to make, any attempt to find out the identities of those visiting its website. DUAC also does not use this information in this way. If we do wish to collect personally identifiable information through our website, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Clients of DUAC: Use of cookies.

A cookie is a simple text file that is stored on your computer or mobile device by a website's server and only that server will be able to retrieve or read the contents of that cookie. Cookies allow websites to remember user preferences, choices and selections, such as what's in your shopping basket. Durham University and DUAC also make use of the Google Analytics service to understand how you navigate around our site.

Neither Durham University nor DUAC use cookies to collect personal information about you.

Clients of DUAC: Links to other websites.

This privacy notice does not cover the links within either DUAC's or Durham University's site linking to other websites. We encourage you to read the privacy statements on other websites you visit.

Clients of DUAC: Changes to this Privacy Notice.

This Privacy Notice will be reviewed every twelve months.

Clients of DUAC: Further information.

For further information please contact DUAC on 0191 334 8114 or email: assessment.centre@durham.ac.uk