

## Data Protection – General Data Protection Regulation (GDPR) for applicants

Within this policy the following definitions apply:

**“Authorised purposes”** means the purposes for which CITY College, University of York Europe Campus may process your personal data set out in paragraphs 1.2 and 1.3.

**“Data Protection Legislation”** means the General Data Protection Regulation and the Data Protection Act 2018, as well as all other legislation enacted in Greece in respect of the protection of personal data.

CITY College’s policies and guidance relating to data protection are available at:

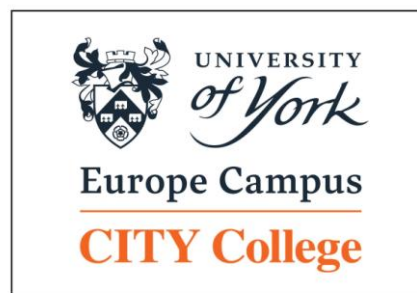
<https://york.citycollege.eu/regulations-policies>

The CITY College’s Privacy Notice relating to prospective, current and former student data is available at:

<https://york.citycollege.eu/regulations-policies>

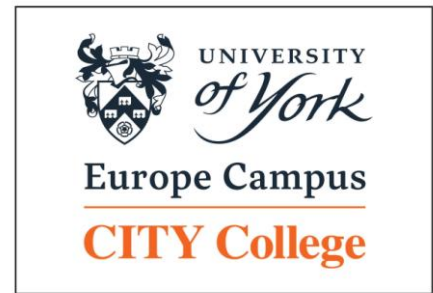
- 1.1 CITY College, University of York Europe Campus collects, holds and processes information about all applicants to CITY College and all students at CITY College. This will include personal data (which identifies you as an individual) and may include certain sensitive personal data (which includes information relating to an individual’s racial or ethnic origin or health records) under the Data Protection Legislation.
- 1.2 CITY College processes the personal data provided by applicants and/or students (including information from application forms):
  - 1.2.1 to administer applications; and
  - 1.2.2 to compile statistics about applicants and/or students that may be published or passed to government bodies or relevant public authorities.
- 1.3 If your application is successful CITY College, University of York Europe Campus will also process your personal data for the purpose of fulfilling its obligations and responsibilities to and relationship with you under the contract, including the following:
  - 1.3.1 to deliver your course and provide educational, teaching and research services to you;
  - 1.3.2 to facilitate, administer and record the details of your academic studies (including any placements with external organisations) and determine your examination achievements;
  - 1.3.3 to provide you with and manage your use of International facilities and services and participation at CITY College events;

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- 1.3.4 to monitor your performance and attendance;
  - 1.3.5 to provide you with support;
  - 1.3.6 to conduct research and to identify ways to enhance learning, teaching, assessment and the broader student experience;
  - 1.3.7 to enable effective communication with you;
  - 1.3.8 to operate security, disciplinary, complaint and quality assurance processes and arrangements;
  - 1.3.9 to administer the financial aspects of your relationship with CITY College, University of York Europe Campus (including the processing of any payments made by you or your financial sponsor or your family member to CITY College), and the relationship between you and any funders;
  - 1.3.10 for credit scoring, credit assessment, debt tracing or fraud and money-laundering prevention, and the CITY College may disclose this information or data about you to credit reference agencies or other credit assessment, debt tracing or fraud prevention organisations;
  - 1.3.11 for legal, personnel, administrative and management purposes including the processing of sensitive personal data relating to you, which may include, as appropriate, information about your physical or mental health or condition in order to provide access arrangements, to monitor welfare, leave from study, welfare or extenuating circumstances and to take decisions as to your fitness for study and/or for other uses as may be required by law; and
  - 1.3.12 for the tasks carried out by CITY College in the public interest and/or other activities that fall within the pursuit of the CITY College's legitimate interests (including the development and maintenance of an Alumni Programme and Student/Alumni employability and careers services). Such activities may incorporate protection of vital interest, compliance with CITY College's legal obligations and processing in the public interest.
- 1.4 In certain circumstances CITY College may be under a duty to disclose or share your personal data in order to comply with any legal or regulatory obligation, and to protect CITY College's rights, property, or safety of our employees, students or others. The third parties may include: your family, health professionals or the police; governmental agencies; sponsors and funding bodies; and professional bodies as permitted in accordance with the Data Protection Legislation.
- 1.5 CITY College, University of York Europe Campus will share your personal data and all relevant details of achievement with the University of York, UK for the purposes of confirming your status on the programme of study to enable access to resources and in order for awards to be issued.
- 1.6 CITY College, University of York Campus may also share your personal data with other third parties, including any approved education partners of CITY College, that process data on CITY

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College behalf to support it in fulfilling its obligations and responsibilities to and relationship with you under the Contract; or (ii) where such sharing is necessary or reasonably required to achieve one or more of the Authorised Purposes. Such third parties include without limitation: service providers providing a service to CITY College under contract, for example email, online learning and payroll services; governmental agencies; organisations supporting outreach activities; student recruitment agents; sponsors and funding bodies; banks, money transfer providers and debt agencies; professional bodies; partner institutions and organisations; industry employers; graduate employers and recruitment agents; and CITY College’s legal representatives and insurers/brokers.

Further details can be found in the Privacy Notice available at:

<https://york.citycollege.eu/regulations-policies>

- 1.7 In certain circumstances, it may be necessary to transfer your personal data (including sensitive personal data) outside the European Economic Area. In respect of such transfers, CITY College shall comply with its obligations under the Data Protection Legislation including taking reasonable steps to ensure an adequate level of protection for all personal data (including sensitive personal data) transferred outside the European Economic Area.
- 1.8 CITY College, University of York Europe Campus will only process your personal data in accordance with the specific purposes notified to you above, or otherwise as permitted by the Data Protection Legislation.
- 1.9 You must ensure that you are fully aware of and understand CITY College’s policies relating to data protection and data security, including the University of York’s Data Protection Policies. You agree that you will comply with these policies and any other policy introduced by CITY College from time to time to comply with the Data Protection Legislation.
- 1.10 You may be given further information about the processing of your personal data when you use specific services and facilities offered by CITY College.
- 1.11 CITY College, University of York Europe Campus needs to be able to confirm who has been a student, and needs to be able to do this for all previous years. When you leave CITY College, whether because you complete your Course or otherwise, certain limited information about you will be retained indefinitely for these purposes. Other personal data will be retained for six years after the completion of studies. Further information about CITY College’s data retention policies is detailed within the Privacy Notice available at: <https://york.citycollege.eu/regulations-policies>