



## **Marshal Papworth Scholarship 2020**

### **Privacy and Data Protection Notice.**

#### **How your personal information will be used:**

As part of your application for the Marshal Papworth, Harper Adams University will process your personal data as it is necessary for the performance of a task carried out in the public interest (the provision of educational scholarship programmes) or in the exercise of official authority vested in Harper Adams University as data controller.

Personal information that you supply to Harper Adams University may be used for the following purposes:

- To administer your studies and record academic achievements
- To assess and process your scholarship application
- To publicise your scholarship/conference attendance
- To assist in pastoral, welfare or additional needs services
- To administer the financial aspects of your scholarship and conference attendance
- To manage University facilities and resources
- To monitor equalities procedures and compliance
- To manage quality and effectiveness of provision including external audits
- To ensure safety and security of people and possessions
- For disciplinary purposes
- For careers advice and alumni relations including fundraising

We may share your information with other departments in the University to carry out the purposes listed above. We will also share your personal data with the scholarship provider/sponsor; in this case Marshal Papworth for the purposes listed above.

Your personal information may be shared with third parties with your consent, where disclosure without your consent is required or permitted by law or where the University instructs or works with a third party for the purposes listed above. Your information will not be shared externally for marketing purposes.

The University may use automated profiling of personal information for the purposes of improving services, enriching your experience with the University or signposting events and activities that may be of interest.

Your personal information will be retained by the University for the period specified in the [Records Retention Guidelines](#). You have the right to access your personal information (in a format that is usable to you for other purposes), correct inaccurate or incomplete information or request that your personal data be deleted or processing restricted.

For further information about how your data is used by the University, please view the [Data Protection Policy](#) and [Layered Notice](#). The complaints procedure for Data Protection and



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Freedom of Information can also be found [on the University website](#) or contact the Data Protection Officer on [dpo@harper-adams.ac.uk](mailto:dpo@harper-adams.ac.uk). The complaints procedure also sets out your right to lodge a complaint with the Information Commissioner.

**Please sign below to indicate that you have read and understood the Privacy and Data Protection Notice and to show that you understand how your personal data will be processed in connection with your scholarship application.**

**I have read and understood the Privacy and Data Protection Notice above:**

**Full Name**.....

**Course** .....

**Signature**.....

**Please return this form along with your Marshal Papworth application and documents required as per the checklist to [postgraduate@harper-adams.ac.uk](mailto:postgraduate@harper-adams.ac.uk) using the subject line: Marshal Papworth Application Documents**