

ARC system privacy notice

Purpose of the privacy notice

This privacy notice explains how the University of the West of England, Bristol (UWE Bristol) collects, manages, and uses your personal data for the purpose of enabling you to access and use the ARC system to support UWE students on placement, updating you regarding your access to the ARC system, and notifying you of system updates. 'Personal data' means any information relating to an identified or identifiable natural person (the data subject).

This privacy notice adheres to the General Data Protection Regulation (GDPR) principle of transparency. This means it gives information about:

- how and why your data will be used
- what your rights are under GDPR
- how to contact UWE Bristol in relation to questions, concerns or exercising your rights regarding the use of your personal data.

Our promise to you

UWE Bristol values the relationships it holds with its external partners. How we use your personal information reflects the importance of this relationship to us. We will use your data to help us:

- Ensure we contact you in the most appropriate way.
- Ensure we work efficiently and effectively.

UWE Bristol will ensure your information is kept safe, accurate, up-to-date and that the information we hold is reasonable.

Why are we processing your personal data?

We process your personal data to grant you access to the ARC placement management system. Depending on your role within a clinical or social care setting, this access allows you to update your organisation's placement profile(s) on the system, complete audits for these placement profile(s) on the system, view details of UWE students allocated to your organisation for placement, review and submit offers for UWE students to attend your organisation for placement, review and accept UWE students' timesheets whilst on placement at your organisation, and/or complete evaluations after UWE students have attended your organisation for placement. Additional functionality may be added to the system which enhances your use. In the event of a significant change in the system we will update you.

As a data controller we are committed to protecting the privacy and security of your personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (or any successor legislation) and any other legislation directly relating to privacy laws that apply (together “the Data Protection Legislation”). General information on Data Protection law is available from the [Information Commissioner’s Office](#) (ICO).

How do we use your personal data?

We will only process your personal data when the law allows us to. In addition, we will always comply with UWE Bristol’s policies and procedures in processing your personal data. Our lawful basis for using your personal data is Legitimate Interests.

You can find out more information about [lawful bases](#) on the ICO website.

We will always tell you about the information we wish to collect from you and how we will use it. We will not use your personal data for automated decision making about you or for profiling purposes.

What data do we collect?

Data is obtained directly from you to enable UWE Bristol to create a user account for the ARC system supporting your work with UWE students.

This data may take the form of:

- Full names and job titles
- Organisation name
- Email addresses
- Organisation telephone numbers

Who do we share your data with?

We will share your personal data within the organisation of UWE Bristol to establish contacts at a particular organisation in order to keep users up to date on systems changes and other information related to their role in supporting UWE students whilst on placement at their organisation.

How do we keep your data secure?

We take a robust approach to protecting your information with secure electronic and physical storage areas for data with controlled access. Access to your personal data is strictly controlled on a need-to-know basis and data is stored and transmitted securely using methods such as encryption and access controls for physical records where appropriate.

Alongside these technical measures there are comprehensive and effective policies and processes in place to ensure that those who process your personal information are aware of their obligations and responsibilities for the data they have access to.

By default, people are only granted access to the information they require to perform their duties. Mandatory data protection and information security training is provided to staff and expert advice available if needed.

How long do we keep your data for?

We will only retain your personal data for as long as we need it to carry out the purposes in this notice.

Please see our University Records Management Policy and Records Retention Schedules for more detailed information. These are available by contacting our Data Protection Office at dataprotection@uwe.ac.uk.

Your rights and how to exercise them

In relation to your personal data we hold, you have the qualified rights to:

- Access it
- Receive it in a structured machine-readable format (data portability)
- Rectify it, if it is not accurate or complete
- Erase it
- Restrict its processing
- Withdraw any consent provided or otherwise object to its processing
- Complain to the University's Data Protection Officer, at dataprotection@uwe.ac.uk.

This Privacy Notice was last updated in September 2026.

Contact us

We will always respond to concerns or queries you may have. If you wish to exercise your rights or have any other general data protection queries, please contact UWE Bristol's Data Protection Officer at dataprotection@uwe.ac.uk. For queries related to the ARC system please contact sds.operations@uwe.ac.uk.