

Privacy Notice for Electronic Sponsor Authorisation Forms

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 submitted through the Sponsor Authorisation Form (internal and external). 'Personal data' means any information relating to an identified or identifiable natural person (the data subject). This data is collected to enable UWE Bristol to invoice the appropriate funding body (e.g. employer, embassy, internal department) for tuition fees on behalf of a student.

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

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

Why are we processing your personal data?

The information is processed for the purpose of verifying sponsor funding, raising fee invoices to the named sponsor, and maintaining accurate tuition fee records for students. This processing is necessary for the performance of a task carried out in the public interest and/or for the performance of a contract with the data subject (the student).

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 (<https://ico.org.uk/>).

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.

Your data is used to:

- Validate the authority to invoice a third-party sponsor;
- Generate and issue fee invoices to internal/external sponsors;
- Support student registration and fee reconciliation processes;

- Ensure GDPR-compliant record retention.

Our lawful basis for processing this personal data is:

- Article 6(1)(e) – performance of a task carried out in the public interest;
- Article 6(1)(b) – performance of a contract (where the form relates to services provided to the student).

You can find out more information about lawful bases at the following webpage:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

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?

We collect:

- Student's full name, UWE ID number, and course title;
- Sponsor name, address, and contact information;
- Financial details: fee amount, account code, cost centre (for internal sponsors);
- Authorised signatory name and contact details;
- Submission date and academic year of funding.

Who do we share your data with?

Data will be shared internally within UWE Bristol with the Student and Programme Support (SPS) team, the Fees team, and Credit Control for the purpose of processing fee invoices. In some cases, external sponsors may receive confirmation of fee arrangements. Where your personal data is processed by a third-party processor on behalf of UWE, appropriate contractual terms are in place to ensure your data is secure. This includes appropriate safeguards where your personal data is processed outside of the UK/EEA.

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.

We use secure electronic systems (SharePoint, Agresso, and related platforms) to store and manage your data. Access is restricted to authorised staff only, and data is encrypted or access-controlled where necessary.

How long do we keep your data for?

Sponsor Authorisation forms and related records are retained in accordance with UWE's Records Retention Schedule. Typically, this data is retained for 7 years following the end of the relevant academic year to meet audit and financial reporting requirements.

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

Under the Data Protection legislation, you have the following qualified rights:

- (1) The right to access your personal data held by or on behalf of the University;
- (2) The right to rectification if the information is inaccurate or incomplete;
- (3) The right to restrict processing and/or erasure of your personal data;
- (4) The right to data portability;
- (5) The right to object to processing;
- (6) The right to object to automated decision making and profiling;
- (7) The right to [complain](#) to the Information Commissioner's Office (ICO).

To protect your privacy and the privacy of others, we will verify your identity before giving effect to your rights. To exercise any of your rights please contact the Data Protection Officer.

How to 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 (dataprotection@uwe.ac.uk).

For questions specific to this process:

Email: sponsor.authorisation@uwe.ac.uk