

Swansea University is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). Swansea University has a Data Protection Officer who can be contacted through [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk).

This form is intended to help us support Swansea University Students to access our Career Boost programme and make it easy for you to provide your personal information, including special category information, to us should you wish to register to the scheme and find out more about how we can support you.

Your information will be used to provide tailored student support services including one-to-one appointments and work experience opportunities. It will be used to administer finances such as employability bursaries to help you overcome financial barriers to employment. Your information will also be used to promote our services as you will be sent information regarding relevant events and opportunities. It **will not** be used to make automated decisions.

Swansea University will use your information to ensure we are reaching participants who will benefit most from support of the programme. By completing this form and disclosing your information we will better understand your individual needs and the composition of the students we are engaging with.

*The lawful basis we rely upon for processing personal data is that 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'.*

Funding has been provided to Swansea University from Welsh Government to provide specialised and tailored support to individuals who match one or more of the special categories listed below:

- Care experienced students (people who have been in the care system, care leavers)
- Students estranged from their family
- Student carers (relative or friend excluding children unless they are disabled or have a long-term medical condition)
- Mature students aged over 21 on entry
- Disabled students
- Students with a physical or mental health condition
- Neurodiverse students (e.g. ADHD, Autism, Dyslexia, Tourettes)
- Students from UK minority ethnic groups
- Asylum Seekers and refugees
- Students who are part of the LGBTQ+ community
- Students from low-income families
- Students who are the first generation in their family to attend University
- Students who are from Gypsy or Traveller community
- Students who commute to university on a daily basis from the family home

By completing this form and disclosing your special category information, the project team are able to provide support and guidance activities that benefit individual needs whilst considering the special categories identified.

*The lawful basis we rely on for processing this data is that 'processing is necessary for reasons of substantial public interest'.*

We will hold the personal data you provide to us until the time the project ends or until the end date of your academic studies, whichever is first.

Your information will only be kept in identifiable format for the purposes of providing student support. Your information will be stored securely. All of your answers will be treated in the strictest confidence, and all data disclosed will comply with the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act 2018. More information: <https://www.swansea.ac.uk/about-us/compliance/data-protection/>.

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit the University Data Protection webpages for further information in relation to your rights.

Any requests or objections should be made in writing to the University Data Protection Officer - University Compliance Officer (FOI/DP)

Vice-Chancellor's Office

Swansea University

Singleton Park

Swansea

SA2 8PP

Email: [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the University Data Protection Officer using the contact details above. If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at - Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF [www.ico.org.uk](http://www.ico.org.uk).