**University of Chichester Support Fund Application Privacy Notice**

**How your personal data is used**

The Support Fund application form requests information about yourself, your financial need and your current income and expenditure, together with evidence about these. Sometimes your financial need may be the result of a disability and/or special medical need, or as part of your application you may provide other sensitive information such as your religion, sexual orientation or race. This personal information is given special protection under data protection law, which is why we require your explicit consent to process it for the purpose of reaching a decision on the allocation of a grant to you. You can withdraw your consent at any time but this may affect the outcome of your application if there is insufficient supporting evidence.

The details on your application form and supporting evidence will only be seen by members of the Support Fund panel (made up of the Student Money Advice Service and the Director of Students, Support and Information Services, Dave Corcoran). If you are awarded a grant from the Fund then only the data necessary for making the payment (your name and student number and the amount of the award) will be shared with the University’s Finance Department.

Hard copy application forms and associated evidence are kept in a securely locked filing cabinet in a secure office. On-line application forms and associated uploaded evidence are kept in secure on-line folders with limited access and in a password protected section of the ChiView database. In either case only members of the Student Money Advice Service have access to these.

Three years after you leave the University the forms and associated evidence are securely destroyed - hard copies are securely shredded, soft copies are securely deleted.

For more details on how we use your personal data including your rights under current data protection legislation please see:

* the Student Money Advice Service Privacy Notice
* the University’s Data Protection web pages:
<https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>