The University of Dundee recognises its obligations under the Data Protection Act 1998 in the handling of personal data. By applying for residence in University accommodation you consent to your personal data being held and processed by the University of Dundee Residences Office, the company Dundee Student Villages and their management service provider.

1. What information does the Residences Office hold about students?

1.1 The Residences Office holds your: full name; title (including marital status); course details; Personnel/University Student Number; Date of Birth; addresses; photograph, contact details, parental details; other next of kin; and telephone numbers/email address.

2. Why is the information held and what happens to it?

2.1 Information provided to the Residences Office is necessary to allocate accommodation to students; to provide you with accommodation as agreed; to monitor trends; and to manage the residences throughout the year for the benefit of students and of the University. Without personal information it is impossible for the Residences Office to function and provide accommodation and other services agreed between the student and the University's Residences Office.

2.2 The personal data, which may include sensitive personal data, provided by you to the Residences Office may be kept in a manual or automated file and used in the administration and management of University and privately owned property (including accommodation services). The information will be shared with Dundee Student Villages and their management service provider. This is necessary for the smooth operation of the University’s residences. In applying for residence in University accommodation and by submitting the application you indicate that you consent to your personal data, which may include sensitive personal data, being held and processed by these organisations. The information will not be disclosed to any other third party and will not be used outside of the University, Dundee Student Villages and their management service provider, unless required by law or in an emergency. Personal data will only be retained as long as it is operationally necessary to do so.

3. Data Controller

3.1 The University of Dundee as a body corporate is the Data Controller under the Data Protection Act 1998 and the University Court, as the governing body of the University, is ultimately responsible for implementation. Dundee Student Villages and their management service provider act as Data Processor as defined by the Act.

4. Your Rights

4.1 Personal data provided by you to the Residences Office will be processed in accordance with the principles, and in light of your rights, as detailed in the Data Protection Act 1998.

4.2 If you have any questions about the use of your personal data by the University Residences Office please contact the Residences Office, University of Dundee, Dundee DD1 4HN. Should your personal details change at any point please contact us at that address.

4.3 Should you wish to query the use of your data or have a question regarding your data that you would prefer not to discuss directly with the Residences Office please contact the University Data Protection Officer, c/o Archive, Records Management and Museum Services, Tower Building, University of Dundee, Dundee DD1 4HN.

The University of Dundee having its principle office at the Principal's Office, Perth Road, Dundee, DD1 4HN, a registered Scottish Charity (Charity Number SC015096).