



Halls Tenant Privacy Notice

Intercollegiate Halls

london.ac.uk/halls

During the application process and throughout your stay in halls you will be asked to provide some personal information for our records. The statement below explains how the University will process this data. You will find data protection referred to in your tenancy agreement.

Each Intercollegiate Hall reserves a small proportion of its bed spaces for returning students – with a fixed number of different room types reserved. It is not possible to guarantee a particular room type or location to any individual student.

The data we collect

In order for us to manage your licence/tenancy we will need to process your personal data as part of your use of our service. The data we will collect from you include, and is not limited to the following:

- your personal details for example full name, personal and academic contact details
- your out of term address
- information about your course of study and institution
- your disability status and/or any other relevant medical condition (where relevant to your housing needs)

The legal basis we use to process your data

The University has to have a legal basis for processing your data and relies on the following approach:

- Collecting the data is necessary for the performance of your contract with us as a tenant
- Where you access certain optional services we will ask for your consent
- The University may process your data where necessary for compliance with a legal obligation arising from Housing Act 1988, Landlord and Tenant Act 1987 and Protection from Eviction Act 1977, which are all referred to in the Licence/Tenancy Agreement
- Where the University has a Legitimate Interest to process your data
- Where you provide 'special category' data such as that related to your health or ethnicity we will obtain your explicit consent in giving us the information
- Where you provide equality and diversity information we will ask for your explicit consent and use it for statistical purposes in the public interest as part of our duties to monitor equalities information
- If in a medical emergency where you cannot give consent and we need to provide your data to a doctor or other medical services we will do this in regard to your vital interests
- Where we need to act on serious welfare, safeguarding, or behavioural concerns, we will seek your explicit consent to share your information wherever possible and appropriate. If it is not possible or appropriate to gain your consent, we may share relevant information with health, support, or safeguarding services in regard to substantial public interest or your vital interests

How long we keep your data for

Your data will be stored for the duration of your licence/tenancy. After you cease your agreement we will take the following approach:

- Your tenant file will be retained for 6 years
- If you have outstanding debts or disputes with University regarding the agreement, we will retain your data as appropriate to recovering the debts or resolving the disputes
- We will retain other data collected on you for appropriate periods based on risk and necessity

Sharing your data with third parties

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