

## Hardship Funds Privacy Notice

Please see our [Current Students Privacy Notice](#) which explains in general how the University handles student data. This notice is specifically regarding how the University processes the information provided when applying to any of the University of Aberdeen Hardship Funds.

You will be asked to provide the following information along with a completed and signed application form:

- Your award letter from your funding body, i.e. SAAS/SFE/SFW/SFNI (if applicable)
- Student loan payment breakdown letter (if applicable)
- Evidence of mortgage/rent agreement
- 1 month bank statement of *ALL* bank accounts including savings, ISA, Paypal etc.,
- Any other documentary evidence to support your application eg credit card statements, utility bills, evidence of rent arrears or overdue bills etc
- If you have included your partner on your application, you are required to submit 1 month's bank statement of all their bank accounts.

### Why we process this information, and our lawful basis

The Hardship Fund Team will collect and use your personal information for the purpose of assessing your application form and to determine if you are in financial hardship. The information will be stored on a secure system hosted by the University of Aberdeen.

The University's lawful bases for processing this personal data are:

- To comply our legal obligations to the Scottish Government who fund the Hardship Fund.
- To fulfil the requirements set by the Scottish Government.
- Your consent

### Disclosing your information

The Scottish Government carry out an audit at the end of each financial year to assess that the University of Aberdeen are following the regulations. The Hardship Fund Team will routinely securely share your personal information along with the evidence you provide to fulfil the audit.

If an international student applies to the Hardship Fund their information may be shared with Aberdeen University Students' Association (AUSA), as the funding that is available to international students is held by AUSA.

If any information is shared within a hardship application that causes concern for the safety and wellbeing of any person, it may be shared with our Student Support Advisers for consideration.

### How long your information is kept

The Hardship Fund Team will retain your information for 7 years.

### Further Information

If you have any questions about how your data is handled, please contact the Data Protection Officer by emailing [dpa@abdn.ac.uk](mailto:dpa@abdn.ac.uk).

If you are dissatisfied with the way your personal information has been handled, you have the right to lodge a complaint with the Information Commissioner. The Information Commissioner's Office can be contacted via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)