

Placement Privacy Notice

The University of Manchester needs to collect, maintain, use and transfer personal data relating to you to allow us to facilitate, manage and support your study/ work/ volunteering placement. This notice provides further information about how we do this and supplements the Registered Student Privacy Notice, available [here](#). This information is processed in accordance with the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. In some cases the information we obtain from you may include more sensitive personal data such as information about your physical or mental health and associated support needs, and your ethnic origin. This information is referred to as special category personal data in the General Data Protection Regulation (the GDPR) and is processed on the basis of your consent.

In the course of organising your placement, the University and you will normally need to pass personal data (including special category data) to the relevant host organisation. In circumstances in which the host organisation is based outside the European Economic Area (EEA) or in another country that has not been confirmed as having similar data protection laws to the EU, referred to as 'adequacy', it may not be subject to the same data protection requirements and standards as The University of Manchester applies, but will instead be subject to whatever privacy legislation applies in the host country. It is important to understand that only the personal data required to administer your placement is transferred and that, where adequacy has not been confirmed, this is done on the basis that the transfer is necessary for the performance of, or creation, of a contract between the University and the host organisation or between you and the host organisation.

The University's placement administration is run in collaboration with Terra Dotta LLC and their subsidiaries, who are based in the USA and India. Terra Dotta LLC and their subsidiaries are acting as Data Processors on behalf of the University and will therefore have access to your data. The University has a contract in place with Terra Dotta LLC and this contains all necessary data processing terms to ensure that the transfer of personal information is compliant with data protection law. No other third party will have access to your data and your data will be kept in accordance with the GDPR and your data protection rights are unaffected.

For further information on how your data is used, how The University maintains the security of your information and your rights to access information we hold on you please contact: dataprotection@manchester.ac.uk

Confirmation of understanding

I understand that my personal data as detailed above, including special category personal data where I choose to provide this, will be processed and transferred as described in order to facilitate, manage and support my placement.