

Fresher Friend Privacy Policy

Fresher Friend is a web-based application, developed by students at the University of Birmingham. This privacy policy explains what personal data our organisation collects, how we store your information, for how long, and how we utilise your data.

Document outline:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- What are your data protection rights?
- Our cookie policy
- Privacy policies of external websites
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What data do we collect?

Our Organisation collects the following data:

1. Personal identification information:
 - *First Name, Middle Name(s), Surname*
 - *University Email Address (@student.bham.ac.uk)*
 - *Passwords*
2. Educational information:
 - *Course*
 - *Year of Study*
 - *Accommodation (Type, Block, Flat)*

How do we collect your data?

You directly provide Fresher Friend with the majority of the data that is collected. We obtain and process your information when you:

- Register an account.
- Complete or review your profile.
- Update your password.
- Use or view our website via your browser's cookies.

Fresher Friend may also receive communication data indirectly from the following sources:

- The messaging service on Fresher Friend.

How will we use your data?

Data	Purpose
Personal identification information	To identify the user

Data	Purpose
Educational information	To allocate you with other users, based on shared attributes

WE DO NOT, AT ANY POINT, SELL OR DISCLOSE YOUR INFORMATION TO THIRD PARTIES.

How do we store your data?

Fresher Friend securely stores your data on a cloud server that is protected by conventional security measures.

Fresher Friend will keep your personal data for 3 years. Once this time period has expired, your data will be deleted by removing it from our database.

What are your data protection rights?

Fresher Friend would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Fresher Friend for copies of your personal data.

The right to rectification – You have the right to request that Fresher Friend correct any information you believe is inaccurate. You also have the right to request Fresher Friend to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Fresher Friend erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Fresher Friend restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Fresher Friend's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Fresher Friend, transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

Upon initialising a request, we will provide you with the relevant data within one month of your inquiry. If you have any comments or queries in connection with our Privacy Notice or wish to exercise any of your privacy rights, please contact us via email, post or telephone listed below.

Our cookie policy

When accessing our web application, we may retrieve information from you automatically through cookies or similar technology.

For further information regarding cookies, visit: allaboutcookies.org.

How do we use cookies?

Fresher Friend uses cookies in numerous ways in order to improve your experience while on our website, including:

- Keeping you logged in to our website
- Understanding how you use Fresher Friend

What types of cookies do we use?

Fresher Friend uses a range of cookies including both session and persistent cookies. Fresher Friend uses cookies for functionality so that we are able to recognise you and remember your previously selected preferences. This could include what language you prefer and your location. A mix of first-party and third-party cookies are in use.

How to manage cookies

You can disallow cookies in your browser settings, however this can give rise to certain features of our website being disabled in some situations.

Privacy policies of external websites

The Fresher Friend website may contain links to other external sites. Our privacy policy applies only to our website. By clicking these links, it is then your responsibility to read their additional privacy policies.

How to contact us

Harrison Hughes

Email: HRH901@student.bham.ac.uk

Telephone: +44 (0)121 414 3344

Postal Address:

The University of Birmingham
Edgbaston
Birmingham
B15 2TT
United Kingdom

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Fresher Friend has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Email: icocasework@ico.org.uk

Telephone: 0303 123 1113

Postal Address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
United Kingdom

Our privacy policy is subject to change. This policy was last updated on 8th March 2022.