

FresherFriend Privacy Policy

FresherFriend 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
- How to contact us
- How to contact the appropriate authorities

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 FresherFriend 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 FresherFriend.

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?

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

FresherFriend 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?

FresherFriend 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 FresherFriend for copies of your personal data.

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

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

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

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

The right to data portability – You have the right to request that FresherFriend, 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?

FresherFriend 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 FresherFriend

What types of cookies do we use?

FresherFriend uses a range of cookies including both session and persistent cookies. FresherFriend 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 FresherFriend 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 FresherFriend 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.