

## How do we use your information, what is the legal basis, and who do we share it with?

This table shows in a general way how your personal information will be used, what the lawful justifications are and the types of external parties we may share your information with. It is not possible to provide an exhaustive list of all the specific activities where we use your personal information. *Updated May 2021.*

How we use your personal information	The legal basis for our use of your personal information						The type of external recipients we may share your information with
	Based on consent that you have provided to us	To perform our contract with you	To comply with legal obligations	To protect your vital interests	To fulfil our public task as a university	In pursuance of our legitimate interests	
To contact you about relevant university events of interest based on the details submitted to us by you	X						
To process any pre-application enquiries	X		X		X		Third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf. E.g. Contact centre
To administer the financial aspects of your relationship with us and any funders		X					Your funders/ sponsors (e.g. Student Loans Company, Trusts, Research Councils, funders of awards/ prizes). Debt collection agencies, solicitors, court of students local jurisdiction and enforcement agents, acting to recover a debt on behalf of the university. DTP Group to transmit college fee invoices to 3rd party sponsors, excluding Student Loans Company. 3rd Party Financial Institutions providing payment solutions and responsible for administering your payment or a payment on your behalf and / or refund (Payment Service Provider – Global Payments & WPM, Card Acquirer – Elavon, Western Union Business Solutions - International Bank Transfers / GPF, US Private and Federal Loans, international refunds, foreign currency cheques)
Internal & statutory reporting and other legal obligations (compliance with health & safety laws and equality/opportunity treatment)		X	X	X	X		Processing of your personal data for reporting purposes is mostly conducted within the King's College London university in order to comply with the legal obligations.
To enable your participation at events (e.g. graduation, functions)	X	X					Third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf
To communicate effectively with you by post, email and phone, including the distribution of relevant newsletters and circulars	X	X				X	Third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf
To compile statistics and conduct research for internal and statutory reporting purposes			X		X	X	Higher Education Statistics Agency (HESA) – see Schedule 1 for further details
To fulfil and monitor our responsibilities under equalities (Equality Act 2010), immigration, health and safety (Health and Safety at Work etc. Act 1974) and safeguarding legislation (Safeguarding Vulnerable Groups Act 2006)			X	X			Relevant government departments/ agencies (e.g. Department for Education, Home Office, Department of Health, UK Visas and Immigration, Health and Safety Executive, Independent Safeguarding Authority)
To enable us to contact others in the event of an emergency				X			Emergency services, your emergency contact, friends and family