

US Loans Privacy and Code of Conduct Notice

Who Are We?

We are the Student Funding Office, part of King's College London, and are responsible for processing your request to use Federal Student Aid to fund your studies at King's.

If you need to contact us about this privacy notice, please email funding@kcl.ac.uk

Why do we process your personal information?

As part of the US Loans process we will ask you to provide us with information directly, and we will also access information from your FAFSA application, and information relating to your application for study and your current academic status. We process your personal information for a number of reasons:

- To determine your eligibility for Federal Student Aid
- To originate your loans
- To comply with the external reporting, pre-disbursement checks and annual audit requirements set out by the US Department of Education's Federal Student Aid regulations
- To enable us to receive and disburse your loan funds with our Credit Control team and our business partners, Western Union

What is our 'legal basis for processing'?

Our legal basis for processing your personal data is that it is necessary to deliver the agreement we have with you to process your US Loans request.

Do you have to provide your personal information and what are the consequences of not doing so?

You must provide the personal information requested in the US Loan application form in order for us to be able to process your request to use Federal Student Aid to fund your programme of study at King's. If you do not provide this data, you will not be able to use Federal Student Aid to fund your studies.

Do we share your information with other organisations?

Your personal information may be shared with our business partners Western Union, in order for them to handle loan payments from the US Department of Education and to distribute your loan funds.

Your personal information also will be shared with the US Department of Education in order to originate your loans and fulfil our regulatory obligations as a Title IV Loan provider.

Your personal information may be shared with the firm KPMG, who will carry out an annual audit to ensure that we are in compliance with the US Department of Education's regulations.

Your personal information may be shared with other departments within King's College London, such as your academic department and our Credit Control team, in order for us to process your loan payments and carry out mandatory pre-disbursement checks.

What are your rights and who can you contact if you have a concern?

To find out more about how the university deals with your personal information, including your rights and who to contact if you have a concern, please see the university's core privacy notice at <https://www.kcl.ac.uk/terms/privacy.aspx>

Code of Conduct for Educational Loans

All agents within King's College London responsible for the administration of Federal Student Aid are prohibited from the following:

- Revenue-sharing arrangements with any lender
- Receiving gifts from a lender, a guarantor, or a loan services
- Contracting arrangement providing financial benefit from any lender or affiliate of a lender
- Directing borrowers to particular lenders, or refusing or delaying loan certifications
- Offers of funds for private loans
- Call centre or financial aid office staffing assistance
- Advisory board compensation