Data Protection Privacy Notice for those submitting extenuating circumstance claims

About this notice

This privacy notice explains how Queen Mary University of London processes your personal data when you submit a claim for extenuating circumstances regarding examinations and assessed work.

Queen Mary is a data controller in terms of Article 4 of the General Data Protection Regulation and we process personal data in accordance with our Data Protection Policy.

How we use your personal data and the legal basis

When you apply for extenuating circumstances, your claim is linked to your student record in MySIS. You will be required to tell us the reasons you are applying for extenuating circumstances and, where necessary, provide evidence, both of which may include information known as special category personal data: about your health (including mental health and disability), racial or ethnic origin, religion, sexual orientation, political opinions, philosophical beliefs, trade union membership, genetic data and biometric data. Providing this data is on the basis of your consent when you submit your application. You have the right to withdraw this consent, but this will affect your claim. We will use and retain the information for our legitimate interests and for the performance of the contract between students and Queen Mary.

Sharing your personal data with others

The information you supply will be treated as confidential and will only be shared with the relevant staff who need to know the details of your claim in order to decide whether to approve this and record the decision. Where decisions require SEB approval, a summary of your request and proposed outcome will be presented to the Board by the EC Sub-Board Chair for approval. Your claim and supporting documents will not be circulated.

How long your personal data is kept

Queen Mary retains information in line with its published records retention schedule.

Your rights and further information

For further information, including on your rights, please see https://www.qmul.ac.uk/privacy/ Please contact the Data Protection Officer if you have any questions. Other information can be found at: https://www.qmul.ac.uk/governance-and-legal-services/governance/information-governance/data-protection/