



Admissions Privacy Notice (HE)

2026/27

Version	1
Owner	Quality and Standards Committee
Approving body	Board of Directors
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See Appendix A for version history

Admissions Privacy Notice (HE)

Purpose of this privacy notice

This privacy notice explains how Boomsatsuma Education Ltd ('Boomsatsuma') collects, uses and shares personal data during the higher education admissions process.

'Personal data' means information that can identify you. This includes information such as your name, contact details, application details, qualifications, interview records and any support needs you choose to tell us about.

This notice covers Boomsatsuma's use of personal data during the admissions process. Applicants should also refer to Kingston University London's privacy notice for enquirers and applicants [\[Link\]](#), where Kingston University processes personal data in relation to programmes leading to its awards. Once you enrol as a student, your personal data will be used in line with Boomsatsuma's Student Privacy Notice (HE) [\[Link\]](#) alongside Kingston University London's privacy notice for enrolled students [\[Link\]](#).

Why we process your personal data

Boomsatsuma collects and uses your personal data to support the higher education admissions process.

Boomsatsuma is the data controller for the personal data it uses for admissions activity administered by Boomsatsuma. Kingston University London is separately responsible for personal data it processes in connection with applications, official enrolment and programmes leading to its awards.

For the personal data Boomsatsuma controls, this means we decide how and why that personal data is used. In this capacity, we are committed to protecting the privacy and security of your personal data in accordance with the UK General Data

Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant data protection legislation.

How we use your personal data

We use your personal data to respond to enquiries, process applications, arrange interviews or portfolio reviews, assess whether you meet entry requirements, make admissions decisions, issue offer information, confirm results, manage deferrals or withdrawals, and support preparation for official enrolment with Kingston University if you accept an offer.

We may also use your personal data to consider Recognition of Prior Learning, contextual information, reasonable adjustments, support needs, appeals or complaints, and concerns about false or misleading information.

If you accept an offer, we may use your personal data to check information needed before enrolment, such as confirmation of your qualifications.

We may also use relevant applicant or offer-holder information to support the transition to official enrolment with Kingston University, where Kingston University needs this information to send enrolment information to students.

What personal data we collect

The personal data we collect depends on the stage of your application and what information is needed. We may collect:

- Your name, date of birth, address, email, phone number and UCAS ID
- Your programme choice, application route, personal statement, references and application history
- Your qualifications, predicted or achieved grades, transcripts, certificates, previous study, work experience or other relevant experience

- Contextual information you choose to provide, such as care experience, caring responsibilities, disruption to education, refugee status, estrangement, health, disability or other personal circumstances
- Information about disability, learning differences, health conditions, mental health, support needs or reasonable adjustments
- Relevant unspent criminal conviction information where this must be disclosed
- Interview, portfolio, task, group activity or selection notes and outcomes
- Records of emails, calls, feedback, appeals, complaints or other communications about your application.

We only ask for information that is relevant to the admissions process.

Where we get your personal data from

We may receive personal data from you, UCAS, referees, schools, colleges, previous education providers, qualification awarding bodies, and staff involved in interviews or selection activities.

We may also receive information from a nominated contact, representative, safeguarding body or statutory body where this is relevant and lawful.

Data that needs extra protection

Some personal data needs extra protection under data protection law. This includes information about health, disability, ethnicity, religion, sexual orientation and criminal convictions.

We may use this information where it is needed to support your application, make reasonable adjustments, consider contextual information, meet equality or safeguarding responsibilities, monitor fairness, or prepare appropriate support if you become a student.

Access to sensitive personal data is limited to staff who need it for their role.

Who we share your personal data with

We only share your personal data where this is necessary and lawful. We may share relevant information with:

- Boomsatsuma staff involved in admissions, interviews, student support, local enrolment, relevant finance administration, quality assurance, governance, appeals or complaints
- UCAS, where this is needed to manage your application
- Kingston University, where this is needed for the University to send official enrolment information to students and support the transition from offer holder to enrolled student
- IT, admissions, records or communication system providers that process personal data on our behalf
- Qualification awarding bodies, schools, colleges or previous education providers, where this is needed to check qualifications, results or other information relevant to your application
- Nominated contacts, representatives or support services, where you have asked us to involve them or where this is otherwise necessary and lawful
- Safeguarding bodies, police, courts, statutory or regulatory bodies, auditors, legal advisers or insurers, where this is necessary to meet a legal requirement, protect safety, prevent or detect fraud, deal with a serious concern, or respond to a complaint, claim or regulatory matter
- If you take part in a group interview, group task or online admissions activity, other applicants may see your name or hear what you contribute during that activity.

We do not sell your personal data.

Our lawful basis for using your personal data

We only use your personal data where data protection law allows us to.

In most cases, we use your personal data because it is needed to take steps in relation to your application for a higher education programme delivered by Boomsatsuma and leading to a Kingston University award. This includes considering your application, making or supporting admissions decisions, issuing offer information and supporting preparation for official enrolment with Kingston University.

We may also use your personal data where this is needed to meet legal obligations, including equality, safeguarding, consumer protection, immigration, regulatory or data protection requirements.

We may use your personal data where it is necessary for Boomsatsuma's legitimate interests. This includes running a fair admissions process, keeping accurate records, preventing fraud, managing appeals or complaints, improving admissions practice and protecting academic standards.

In rare cases, we may use personal data to protect someone's life or safety in an emergency.

Where we rely on consent for a specific use of your personal data, we will make this clear. Where consent is the basis we are relying on, you can notify us of your wish to withdraw consent by contacting dataprotection@boomsatsuma.com.

International transfers

Most applicant personal data is processed in the UK. Some systems or service providers may process personal data outside the UK. Where this happens, Boomsatsuma will take reasonable steps to put appropriate safeguards in place.

How we keep your personal data secure

We take reasonable steps to keep your personal data secure. This includes using secure systems, limiting access to staff who need the information, and requiring staff to handle personal data appropriately.

Further information is available in Boomsatsuma's Data Protection Policy [\[Link\]](#).

How long we keep your personal data

We keep personal data only for as long as we need it. Information that is no longer needed will be securely deleted, destroyed, anonymised or otherwise securely disposed of.

If you apply but do not enrol, we will normally keep your admissions record for up to 12 months after the end of the admissions cycle in which you applied. This includes applications that are unsuccessful, withdrawn, declined, cancelled, or where an offer is accepted but you do not enrol.

If you enrol, relevant admissions information will become part of Boomsatsuma's local student record and will be kept in line with the Student Privacy Notice (HE) [\[Link\]](#). Kingston University will process enrolled student data in line with its own privacy notice for enrolled students.

We may keep relevant records for longer where this is necessary to deal with an appeal, complaint, safeguarding concern, fraud concern, legal claim, regulatory requirement or other serious matter.

Your rights

You have rights under data protection law. These include the right to ask for a copy of your personal data, ask for inaccurate or incomplete data to be corrected, ask for your data to be deleted in certain circumstances, object to or restrict how your data is used in certain circumstances, request the transfer of your data in certain circumstances, withdraw consent where we rely on consent, and complain to the Information Commissioner's Office.

You can find more information about your rights from the Information Commissioner's Office [\[Link\]](#).

How to contact us

For questions about admissions, contact our Admissions Team at admissions@boomsatsuma.com.

For questions about how your personal data is used, or to exercise your data protection rights, contact dataprotection@boomsatsuma.com.

Review

This Privacy Notice will be reviewed periodically by the Quality and Standards Committee to ensure it remains aligned with relevant legislation, regulatory expectations, and provider practice.

Appendix A – Version History

Version	Date	Changes
1	10 June 2026	New draft