

### University of Nottingham Widening Participation and Outreach privacy notice

The University of Nottingham runs Widening Participation and Outreach (WPO) activities with schools, colleges and communities across the UK, to support progression and widen access into higher education. The aim of these activities is to increase the diversity in Higher Education (HE) and increase the number of young people from backgrounds that are under-represented in HE.

The University of Nottingham is required, as a condition of its registration with the HE regulator (the Office for Students (OfS)), to promote widening participation and to report to the OfS on its progress in achieving it. It is therefore important for us to assess the success of our outreach activities, and we do that by adding your (or your child or dependents) details to a Higher Education Access Tracker (HEAT) (see further below).

As your child has been selected to take part in the Ambition Nottingham programme with the University of Nottingham, you may be asked to provide information specified below about yourself (your child), which will be stored in HEAT's secure database to carry out valuable research into the impact of our activities, and to contact you about future research and related activities which may be of interest to you (or your child).

The University takes the security and integrity of all the personal data it holds very seriously. We have an Information Security Policy and a Data Protection Policy and all staff are trained in Data Protection to ensure good practice.

**We collect personal data from schools about high-achieving students from particular social mobility backgrounds in order to invite them to participate in the Ambition Nottingham Programme. The information schools provide will be securely stored and processed by the University of Nottingham for the purpose of managing, delivering and evaluating the Ambition Nottingham programme including future educational outcomes for participants. Further information about the Programme can be found at the following links:**

<https://www.nottingham.ac.uk/schoolsliason/services/activities-for-pre-16-local-schools.aspx>

#### How is data collected?

Data is collected on either a paper form or via an online survey tool. Data forms may be completed at an activity or may be sent to pupils' homes by schools. Schools will

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forward any forms that are returned by parents to The University of Nottingham. The online survey may also be completed during an activity or before/after an activity.

Once paper forms are returned to The University of Nottingham, they will be stored in a locked area with a minimal number of people having access to them. The data will be manually input onto HEAT by a member of staff and then the forms will be stored in the locked area until the end of that academic year plus one year, when they will be securely destroyed.

If the data has been submitted using online surveys, the data will be retained until the end of the academic year plus one year, when it will be erased. Only a limited number of people will have access to the online surveys account.

### **Who fills out the form?**

For participants in Year 11 and below, parents will be asked to complete the form on behalf of their child, but the child will also be asked to sign the form (if age 13 or over). For participants in Year 12 and above, they will be asked to complete the form themselves.

### **What data is collected?**

The data collected includes the following:

First Name	HE participation of	Disability
Surname	parents	Ethnicity
Date of birth	Free school meal	Name of parent (pre 16
School or college name	eligibility	only)
School Year Group	Care experience or	Email address of
Qualifications working	estrangement	parent (pre 16 only)
towards (post 16)	Young carer	Email address (post 16
Sex	experience	only)
Home address	Refugee or asylum	
	seeker status	

The following data may also be collected if relevant to the scheme undertaken by your child:

- Pupil attainment data (provided by your child's school) to indicate attainment levels prior to and following WPO programmes
- Pupil self-reported questionnaires, where you or your child are asked to provide feedback on schemes
- Relevant consent forms provided by you or your child

- Responsible adult/School safeguarding agreement forms about your child (where applicable)

### **Why do we collect your (your child's) data and what happens to it?**

The data is transferred manually to HEAT where a record is created for you (or your child). Only a small number of employees from UoN and HEAT are able to access the record (who need the data to carry out their job role). Any University of Nottingham outreach activities you (or your child) participate in will be linked to the record. This enables us to build a picture of all the activities you (or your child) take part in throughout the education cycle.

The University of Nottingham use the data recorded in HEAT to:

1. Research how effective our activities are in terms of social mobility, attainment, progression to university and graduate outcomes, including employment. Our outreach activities are designed to support people from a wide range of backgrounds to go to university, and it is important that we evaluate how well we are doing this.
2. Fulfil reporting requirements to relevant government bodies.
3. Contact you (or your child) about further research opportunities, further education information and with information about future outreach activities.

The data may be shared with your (your child's) school. To help us with our research the data may also be shared with relevant government and funding bodies including:

1. Higher Education Statistics Agency (HESA). Please see <https://www.hesa.ac.uk/about/regulation/data-protection/notices>
2. Department for Education (DfE);
3. The Universities and Colleges Admissions Service (UCAS);
4. Office for Students (OfS);
5. Education and Skills Funding Agency (ESFA);
6. Office for National Statistical (ONS); and
7. Centre for Transforming Access and Student Outcomes (TASO).

We also ask HESA and the DfE to share education information about you (or your child) with us to enable us to carry out our research. This may include GCSE and A level results and data relating to Higher Education participation.

We will always ensure that any personal data shared with third parties is done so in a secure manner.

As well as informing our future provision, the research we carry out may be used in reports or journal articles. Personal data that is supplied on this form will never be used in a publication and individuals will never be identified. Furthermore, any research conducted will not be used to make decisions about you (your child).

Data collected on the HEAT form will also be used in order to assess eligibility to undertake our Widening Participation outreach programmes and for the purpose of managing, delivering, and evaluating the Ambition Nottingham programme. The legal basis for this processing is public task. The University also uses information for the operation and evaluation of the Ambition Nottingham Programme, the legal basis for the processing of the personal data is also public task.

### **How long will the data be kept?**

#### **Data retained by HEAT**

Your (or your child's) data will be retained for 15 years after the year you might be expected to enter higher education, or the date your record was created, or when you last interacted with us, whichever is most recent. After this time, data will be anonymised in bulk at the beginning of the next academic year. This retention policy will be reviewed each year to ensure it remains fit for purpose and compliant with relevant legislation. For further details please see <https://heat.ac.uk/privacy-notice/>

#### **Data retained by the University of Nottingham**

Personal data will be kept by the University in an identifiable form for two years after the completion of the academic year in which a student is eligible to apply for university. After this time, we may retain the information in an anonymous form for statistical purposes.

### ***Registers***

At some activities (especially where it isn't practical to complete data forms) registers will be taken. We may ask schools to provide register information directly or, from Year Group 9 upwards, we may ask pupils to complete a register. These could be paper forms or electronic registers on a University of Nottingham owned electronic device (e.g. tablet). On the register we will ask for the following:

Name, DOB, Postcode, Email address, School (post 16 only: you may be asked if you consent to being emailed with further marketing information).

The University of Nottingham will use the data provided on the register to see if you (or your child) already has a record on the HEAT database. If a record is found then the new activity will be added to the record.

Both paper and electronic registers will be securely destroyed/deleted at the end of each academic year.

### ***Auditing***

The University of Nottingham staff members who have access to the HEAT database will be reviewed biannually to ensure that only the correct people have access. A proportion of data that is input into the HEAT database will be audited by a second member of staff to ensure accuracy of inputting.

#### **What is the legal justification for using your (your child's) personal data?**

Use of your (your child's) data as set out above is necessary for the performance of a task carried out in the public interest (i.e. widening participation as a condition of The University of Nottingham's registration as a university and safeguarding)

With regard to your special category data (i.e. information about ethnicity and/or disability), use of the data is necessary:

- for reasons of substantial public interest for the purposes of identifying and keeping under review the existence or absence of equality of opportunity or treatment
- for statistical research purposes in the public interest
- for safeguarding purposes

#### **Your rights**

There is no obligation on you to provide us with your personal data but if it is provided to us, you can at any time object to it being stored on the HEAT database and/or it being stored/used by the University of Nottingham.

You also have the additional rights as follows:

- to obtain a copy of your personal data;
- to rectify inaccuracies, and where appropriate, the right to have incomplete data completed;
- to have your personal data erased in limited circumstances (it will not apply where the personal data is needed for the purposes of an overriding public interest);
- to restrict the use of your personal data. This is a limited right which will apply in specific circumstances and for a limited period (e.g. where a complaint has been received, until that complaint has been resolved);
- to object to use of your data by us for any direct marketing, and to require us to stop such marketing

If you wish to exercise any of these rights, please contact us at EducationWPAdmin@exmail.nottingham.ac.uk or call 0115 7487628.

The University of Nottingham Data Protection Officer can be contacted at DPO@nottingham.ac.uk

The Data Controller is the University of Nottingham, whose address is

**Widening Participation and Outreach, University of Nottingham, Kings Meadow Campus, Lenton Lane, Nottingham, NG7 2NR**

If you believe that your data is not being processed in accordance with data protection law, you can contact the Information Commissioner's Office to make a complaint by the following means: website: [www.ico.org.uk](http://www.ico.org.uk), telephone helpline: 0303 123 1113