

Access UNEE Student Privacy Notice

Who are we?

Access Universities for North East England (Access UNEE), formerly the North East Raising Aspiration Partnership (NERAP), is a group of all of the universities¹ in the North East of England working together to support young people to think about their futures and how higher education can help them reach their goals. We deliver programmes targeting specific groups of students such as young carers or those with experience of the care system to enable you to have access to higher education focused activity to support your future decision making.

Newcastle University is the lead university for Access UNEE and act as the lead data controller. This means that they are responsible for all of the information we collect.

Why are we collecting your information?

We have to collect some information about you to help us plan and run our activities, and to evaluate and monitor how useful these activities are so that we can improve our programmes.

We are given funding by our partner universities and also by the North East Uni Connect Programme (NEUCP), who we work in partnership with, so we have to prove that the money they give us is helping young people to progress to higher education and is making an impact.

We believe that the work we are doing to support young people to progress to higher education is in the **public's interest** and that is the legal basis we rely upon to collect your data.

Access UNEE will keep your information for no longer than 10 years following closure of the programme, at which point we will anonymise it, so you will not be identifiable.

What information are we collecting?

If you decide to participate in our activities or events, we will collect:

- Your name
- Your address and postcode
- Your date of birth
- Your ethnicity
- Your gender/legal sex
- Your school and school year
- Your contact information

We may also need to collect:

- Any special requirements you may have to enable you to attend our events/activities
- Your social worker/parent/carer contact information (as applicable)
- Information to allow us to reimburse you for travel expenditure incurred when attending our events/activities
- Your medical/dietary requirements, should they be needed to run our events/activities
- Your photography permission, if we are taking photos and videos at our events/activities
- Your permission to take part in surveys about how useful you found the events/activities you attended

¹ Access UNEE Partner Universities are Durham University, Newcastle University, Northumbria University, University of Sunderland and Teesside University. You can find out more about the programme here – www.accessunee.ac.uk

How are we collecting your data?

We currently collect data in two ways:

Directly from participants

- If we gather data directly from you, we will ask you to complete an online registration form to participate in our events and activities. We will also set up a password protected account on our website for you, which allows us to share useful resources linked to our activities.

Directly from Local Authorities in the region

- We have a data sharing agreement in place with some of the local authorities in the region, which allows us to gather information from them to support us in the delivery of our events and activities. This could include things like your address/contact details if they are updated, so we can continue to get in touch with you regarding events/activities.

Information provided by participants/local authorities will be stored in line with data protection laws. It will be stored securely by the Access UNEE Team based at Newcastle University and our Partner universities.

Appropriate technical and organisational measures will be taken to keep your information secure and your data will not be stored outside the European Economic Area (EEA).

Who will it be shared with?

- We will be sharing your data on an online system called the Higher Education Access Tracker (HEAT). Their system matches your information with other sources² in order to check if you go on to higher education.
 - HEAT is purchased by a programme we work in partnership with at Newcastle University – NEUCP. By using HEAT to store your data, we also allow NEUCP to use data to report back to their funder, the Office for Students. You can find out more about NEUCP and how they use your data here - <https://www.outreachnortheast.ac.uk/about-us/>.
- For some events or activities that you participate in, we may share your data with suppliers procured by Newcastle University, in order to deliver/administer the programme. This could include our website provider, our text provider, or the Aspire Platform, who support us to reimburse travel costs you may incur.
- We may share your data with external evaluation/research organisations to help us measure the impact of the programme.
- We may share information with relevant agencies, such as the Local Authorities we mention within this Notice, charities or your parent/carers who are providing support for you, so that they can arrange transport for any on-campus aspects of our programme and to help us to administer the programme.
- If we have any concerns about your welfare, we have a legal obligation to share your information with government agencies.

We require all those who we share your information with to protect it and to only use it as we have agreed.

Will this have an impact on you?

There will be no impact on you individually or any decisions you make about your future.

You will never be individually identified in any reports we write and confidentiality will be maintained at all times, when handling your information. Your information will not be sold to third party organisations. The Access UNEE team

² HEAT match your data with data held by Higher Education Statistics Agency (HESA), you can view how data is linked here: <https://www.hesa.ac.uk/about/regulation/data-protection/notices#linkg>. HEAT may also match your data with Department for Education (DfE), Office for Students (OfS), Education and Skills Funding Agency (ESFA) and the Universities and Colleges Admissions Service (UCAS). You can view how HEAT use your information here: <https://heat.ac.uk/data-privacy-participants/>.

will only send communications regarding the programme to you if you have provided us with your consent to do so, or to administer the events/activities you are due to take part in.

What are your rights?

- You have the right to object to the processing of your data at any time. You can also request to look at the information we hold about you. You can do this by:
 - Visiting <http://www.ncl.ac.uk/data.protection/accessyourpersonaldata>
 - Contacting us at info@accessunee.ac.uk
- You can request that we change your information to make sure it is correct. Please let us know if at any time your personal information changes by contacting info@accessunee.ac.uk.
- We ask for your permission before we take photographs/videos at our events/activities. We also ask your permission to collect health data and contacts details for marketing communications. If you do give your permission, you can change your mind at any point by contacting info@accessunee.ac.uk.
- We ask for your permission, or that of your parent/carer to use any survey or focus group information collected for evaluation/research purposes. If you do give your permission, you can change your mind at any point by contacting info@accessunee.ac.uk.

We do not charge for any of the above and we will do our best to respond to all requests within one month.

Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will contact you and keep you updated.

How can you contact us about your data?

You can reach the Access UNEE Team by telephone at 0191 208 3128 or via email to info@accessunee.ac.uk. Our postal address is The University of Newcastle upon Tyne, King's Gate, Newcastle upon Tyne, NE1 7RU.

If you have any concerns about your information or wish to make a complaint, you can contact our Data Protection Officer at: www.ncl.ac.uk/data.protection.

Website Analytics/Website Login

On our Access UNEE website we use Google Analytics to collect information of visitor behaviour patterns. This helps us understand how many people have visited our site and which pages are visited most often. We do not collect or store personal information using Google Analytics and we cannot identify you as an individual.

All participants in Choices Together are given a password protected website log in to view online resources targeted specifically at you. Your account is held on a secure server administered by our website provider.