Privacy notice for Widening Participation activities

This privacy notice is for pupils in Primary and Secondary Schools and Sixth Forms and their parents/guardians. It sets out the ways in which the University of York’s Widening Participation Department gathers, uses, stores and shares pupil data. It also sets out how long we keep your data and what rights you have in relation to your data under the General Data Protection Regulation (GDPR).

For the purposes of this privacy notice, University of York is the Data Controller as defined in the General Data Protection Regulation. We are registered with the Information Commissioner’s Office and our entry can be found here. Our registration number is: Z4855807.

Where do we get your data from?

We collect information about you when you apply to participate in one of our programmes. This information is collected directly from your application form and is handled by the Widening Participation team at the University of York. We may also collect information from you when you complete questionnaires and evaluation forms specifically in relation to your participation in one of our programmes.

What data do we have?

Personal data including name, date of birth, postal address (term time and home), email address, telephone number, emergency contact details.

Special category data including information about disability, health, ethnicity and racial origin.

What is our legal basis for processing your data?

Typically, data will be processed:

- on the grounds of contractual requirement or to take steps to enter into a contract with you e.g. to deliver our widening participation programme to you;
- because it is necessary for the performance of a task carried out in the public interest (i.e. shall be to advance learning and knowledge by teaching and research, and to enable students to obtain the advantages of University education);
- because you have given your consent or, in the case of special category data, your explicit consent;
- because we have a legitimate interest to do so e.g. to better understand the effectiveness of our widening participation programmes;
- to allow us to comply with our legal obligations;
- to protect your or another person’s vital interests;
- to monitor equality and diversity.

How do we use your data?

We will use your personal data (and special category data) for the following purposes:

- to assess your eligibility to participate in the programme. For further information see, https://www.york.ac.uk/schools-and-colleges/
- to deliver and facilitate your involvement in the programme
- to contact you in relation to the programme by email, phone, text message and post;
- for your health, safety and wellbeing during the course of the programme;
• to provide disability support or special access arrangements
• to record your attendance at and engagement in all events associated with the programme
• for research, monitoring and evaluation purposes
• to monitor equal opportunities
• to compile statistical returns which the University may be required to publish or pass to government bodies or the Higher Educational Statistical agency

Who do we share your data with?

The information you have provided will be used by the University of York for the purposes outlined above. It will also be shared with the following third parties:

• The Office for Students (OfS)
• The Higher Education Statistics Agency (HESA)
• The Department for Education
• The University and College Admissions Service (UCAS)
• The Higher Education Access Tracker (HEAT). Please visit www.heat.ac.uk for more information about how your data is stored. We will continue to retain any data we share with HEAT, in line with the University’s Records Retention Schedule.

This is for the purpose of allowing us to track your academic attainment and future employment choices. This data will allow us to better understand the effectiveness of our Widening Participation activities and improve offerings accordingly.

How do we keep your data secure?

The University takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability. For further information see, https://www.york.ac.uk/it-services/security/.

How do we transfer your data safely internationally?

In certain circumstances, it is necessary to transfer your Personal Data (including Special Category Data) outside the European Economic Area. In respect of such transfers, the University will comply with our obligations under Data Protection Law and ensure an adequate level of protection for all transferred data.

How long will we keep your data?

The University will retain your data in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with the University’s Records Retention Schedule.

What rights do you have in relation to your data?

Under the General Data Protection Regulation, you have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). You also have a right to withdraw consent. You can verify or correct information in at any time by emailing outreach@york.ac.uk
For all other requests, see https://www.york.ac.uk/records-management/generaldataprotectionregulation/individualsrights/.
Questions or concerns

If you have any questions about this privacy notice or concerns about how your data is being processed, please contact the University’s Data Protection Officer at dataprotection@york.ac.uk.

Right to complain

If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner’s Office. For information on reporting a concern to the Information Commissioner’s Office, see www.ico.org.uk/concerns.