



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 data. It also sets out how long we keep 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, the University of York is the [Data Controller](#) (www.york.ac.uk/records-management/dp/glossary/) as defined in the General Data Protection Regulation. We are registered with the Information Commissioner's Office and our entry can be found at (www.ico.org.uk/ESDWebPages/Entry/Z4855807) Our registration number is: Z4855807.

Where do we get data from?

We collect information about you/your child/ward when applying to participate in one of our programmes. This information is collected directly from application forms and is handled by the Widening Participation Team at the University of York. We may also collect information from when you complete questionnaires and evaluation forms specifically in relation to 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, details of your qualifications, emergency contact details and parent/guardian education background.

[Special category data](#) including information about disability, health, ethnicity and racial origin.

What is our legal basis for processing data?

Typically, data will be processed:

- on the grounds of contractual requirement or to take steps to enter into a contract e.g. to deliver our widening participation programme
- because it is necessary for the performance of a task carried out in the public interest (i.e. 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 data?

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

- to assess eligibility to participate in the programme. For further information see www.york.ac.uk/schools-and-colleges
- to deliver and facilitate involvement in the programme
- to contact you in relation to the programme by email, phone, text message and post
- for health, safety and wellbeing during the course of the programme

- to provide disability support or special access arrangements
- to record 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 (HESA)

Who do we share your data with?

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

- Your/your child/ward's school/college for verification purposes
- The Office for Students (OfS)
- The Department for Education (DfE)
- The University and College Admissions Service (UCAS)
- The Higher Education Access Tracker (HEAT). Please visit www.heat.ac.uk for more information about how 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 and the parties listed above to track 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 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 www.york.ac.uk/it-services/security/

How do we transfer data safely internationally?

In certain circumstances, it is necessary to transfer 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 data?

The University will retain 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 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: www.york.ac.uk/recordsmanagement/generaldataprotectionregulation/individualsrights/

Questions or concerns

If you have any questions about this privacy notice or concerns about how 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 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