

NECOP Residential Student Privacy Notice

Who are we?

The North East Collaborative Outreach Programme (NECOP) is a group of all of the universities and colleges¹ 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. FutureMe is the name of the activities that we offer to students. Newcastle University is the lead university for NECOP 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 activities, for research purposes and to monitor how useful these activities are so that we can improve the FutureMe programme. We are given funding by a government organisation called the Office for Students² 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 interest and that is why we collect your data.

We also collect your permission to take photographs at the event and to use these photographs to promote the FutureMe programme. We will only use these photographs if you give us your consent.

In order to accommodate any needs you may have whilst attending the residential, we may collect health data. We ask for your consent in order to gather this information.

Should we have any concerns about your welfare, we have a legal obligation to share your information.

What information are we collecting?

We will be collecting your:

- Name
- Date of birth
- Address
- Year group
- School name
- Gender and pronouns
- Phone number
- Email address
- Medical and dietary information
- Emergency contact details
- Photo consent
- Surveys about how useful you found the activity or your opinions and knowledge about higher education

¹ NECOP is a collaboration between Bishop Auckland College, City of Sunderland College, Darlington College, Derwentside College, Durham University, East Durham College, Gateshead College, Hartlepool College of Further Education, Queen Elizabeth Sixth Form College, Middlesbrough College, New College Durham, Newcastle College, Newcastle University, Northumbria University, Prior Pursglove and Stockton Sixth Form College, Stockton Riverside College, Teesside University, The Northern School of Art, Tyne Coast College, and University of Sunderland.

² FutureMe is part of the National Collaborative Outreach Programme. You can find out more details about the national programme at: <http://www.officeforstudents.org.uk>



futureme
North East Collaborative Outreach Programme



Part of the
**National Collaborative
Outreach Programme**

How are we collecting your data?

We ask you to complete an application form for the NECOP Residential programme and, should you be selected to participate, we will gather further information directly from you. We will process your information at Teesside University in order to run the Residential and it will then be securely transferred and stored at Newcastle University. We will keep your information for no longer than 10 years following the close of the NECOP project, at which point we will anonymise your data so you will not be identifiable.

Who will it be shared with?

- We will be sharing your data on an online system called the Higher Education Access Tracker (HEAT). This system matches your information with other sources³ in order to check if you go on to higher education.
- We may also share your data with the Office for Students and agencies who carry out research and evaluation to check how useful FutureMe is in supporting young people to progress to higher education⁴.
- We will share your information with our partner institutions so that we can administer the programme and report on how effective the programme was.
- 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 me?

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.

What are my rights?

- You can request to look at the information we hold about you. You can do this by visiting <http://www.ncl.ac.uk/data.protection/accessyourpersonaldata> or by contacting us using the details below.
- 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.
- We ask for your consent to use your photograph to promote FutureMe and to collect health data. If you do give your consent, you can change your mind at any point by contacting the NECOP Team at the contact details below.

³ HEAT match your data with data held by Higher Education Statistics Agency (HESA), Department for Education (DfE), Education and Skills Funding Agency (ESFA) and the Universities and Colleges Admissions Service (UCAS). We may also match your information on HEAT with your responses to surveys about your perceptions of higher education.

⁴ Research is currently being conducted by CFE Research, Centre for Transforming Access and Student Outcomes in Higher Education (TASO) and University of Exeter's Centre for Social Mobility.



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 I contact you about my data?

You can reach the FutureMe Central Team by telephone at 0191 208 3539 or via email to info@futureme.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, you can contact our Data Protection Officer at: www.ncl.ac.uk/data.protection.

Our privacy policy will be updated from time to time and was last updated in December 2019.

