

# NECOP Residential Parent/Carer Privacy Notice

## Who are we?

The North East Collaborative Outreach Programme (NECOP) is a group of all of the universities and colleges<sup>1</sup> 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 and run our activities that the young people you have responsibility for attend. If you attend one of our on-campus events, we will gather some health information so that we can ensure we can make any reasonable adjustments to allow you to fully participate in the event. We may also gather some survey information about how useful you felt the programme was so that we can evaluate how impactful the activity is and how we can improve it for future cohorts. As per data protection laws, we have to have a legal basis for collecting your information. 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.

In an emergency or safeguarding situation, we may need to share your data and would do this on the basis of legal obligation

## What information are we collecting?

We will be collecting your:

- Name
- Address
- Phone number/email address
- Your relationship to the young person
- Any special requirements you might have
- Surveys about how useful you found the activity

## How are we collecting your data?

We ask you to complete a section on the application form for the NECOP Residential and, should your young person be selected to participate, we will gather further information as the programme progresses 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.

## Who will it be shared with?

- We may share your information with our partner institutions so that we can administer the programme.
- If we have any concerns about the welfare of your young person, we have a legal obligation to share your information with government agencies.

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<sup>1</sup> 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.

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. 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 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](mailto: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 or wish to make a complaint, you can contact our Data Protection Officer at: [www.ncl.ac.uk/data.protection](http://www.ncl.ac.uk/data.protection).

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