

Teacher/Advisor Privacy Notice

Who are we?

The North East Uni Connect Programme – NEUCP (formerly North East Collaborative Outreach Programme) - 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 NEUCP 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 collect some information about you in order to administer your students' participation in FutureMe activities. If you attend one of our on-campus or online 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 activity was so that we can evaluate how impactful it is and how it can be improved 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.

What information are we collecting?

- Name
- Phone number/email address
- School name/address
- Any special requirements you might have
- Surveys about how useful you found the activity
- Surveys used to scope alternative delivery methods

We sometimes use online platforms to hold virtual events or activities – on these occasions we may not request all of the above information.

How are we collecting your data?

We will gather this information directly from you if you take part in FutureMe activities and events. If we need your personal information to participate in online events, you will be asked to complete a short form on our website. Our team will process your data – it will be stored and processed securely using a platform procured by Newcastle University.

We will keep your information for no longer than 5 years following the close of the NEUCP project.

¹ NEUCP 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.

Who will it be shared with?

- We may share your information with our partner institutions so that we can administer activities.
- We may share your information with contracted third party providers of NEUCP who are conducting activity on our behalf.

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 NEUCP Team 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 or wish to make a complaint, 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 March 2021.