

# Student Privacy Notice

## Who are we?

The North East Collaborative Outreach Programme (NECOP) is a group of all of the universities and colleges 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 are the 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 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 Students<sup>1</sup> 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 is in the public interest and that is why we collect your data.

## What information are we collecting?

We will be collecting your:

- Name
- Date of birth
- Postcode
- Year group
- Gender
- Ethnicity
- Registers of those who participate in activity
- Surveys about how useful you found the activity or your opinions about higher education

## How are we collecting your data?

Your school or college will share this information with us on a password protected website that only your school and the FutureMe team can see. We may also gather some of this information directly from you. We will keep your information for no longer than 10 years.

## 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 sources<sup>2</sup> 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

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<sup>1</sup> 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>

<sup>2</sup> 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).



higher education<sup>3</sup>. 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 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, 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 September 2019.

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<sup>3</sup> 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.