

# FutureMe – North East Collaborative Outreach Programme

## Privacy Notice

If you are taking part in FutureMe activities and events your personal data will be collected by Newcastle University who is the lead University for the FutureMe Programme and acts as data controller with responsibility for your personal data.

Our postal address is The University of Newcastle upon Tyne, King's Gate, Newcastle upon Tyne, NE1 7RU.

If you have any queries about your data please contact us at [info@futureme.ac.uk](mailto:info@futureme.ac.uk) or by telephoning 0191 208 3539.

Newcastle University's Data Protection Officer can be found at <http://www.ncl.ac.uk/data.protection/PrivacyNotice.htm>.

### What information is being collected?

We will be collecting: your name, date of birth, postcode, year group, email address, gender and ethnicity. We will also be keeping a register of any FutureMe activities and events you take part in and may ask you to participate in programme evaluations.

### How is it collected?

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.

### Why is it being collected?

FutureMe activity is funded by the Office for Students. This is a government organisation which wants to help more young people to go to higher education. Because they give us the money for our activities and events, we need to show them the impact.

Newcastle University has statutory obligations to promote education and carry out research. We will only use your personal data when legally permitted, because it is necessary:

- to carry out the NECOP programme in the public interest and/or for monitoring and statistical purposes.

This means that we use your information to make future activities and events better. We also give feedback to the government about their policy and funding. This means it is in the 'public interest', because it will help people. We will keep this data for a period of no longer than 10 years.

### How will it be used?

Your information will be used to give feedback on whether the activities and events we do lead to more young people going on to higher education.

### Who will it be shared with?

We will be sharing your data on an online platform called the Higher Education Access Tracker which matches your data to the Higher Education Statistics Agency, Department for Education, Skills Funding Agency, the Universities and Colleges Admissions Service and the national evaluation team CfE Research. If you are participating in our online mentoring programme, we will share your name, date of birth and email address with Peerz Academy to set up your account.

We require all third parties we share your data with to respect the security of your personal data and to treat it in accordance with the law.

### **What will be the effect of this on the individuals concerned?**

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 will produce on the programme.

### **Your Rights**

Please contact the FutureMe Central Team if you have a query or complaint about the use of your personal data. You can telephone 0191 208 8923 or email [info@futureme.ac.uk](mailto:info@futureme.ac.uk).

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These include the right to:

- request access to your personal data. Under data protection law, you are entitled to request copies of all the personal data that FutureMe holds about you. This is called a Subject Access Request. To make a request please follow the process set out at <http://www.ncl.ac.uk/data.protection/personal.htm>
- request correction of your personal data. It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by contacting us at the email address or telephone number above.
- object to processing of your personal data.
- request that your data is removed from our system.
- request restriction of processing your personal data (e.g. you can request that we do not share your data with any parties listed).

You will not have to pay a fee to access your personal data (or to exercise any of the other rights).

We will try to respond to all legitimate 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 notify you and keep you updated.

Details of your rights under the General Data Protection Regulation (GDPR) and how to contact the Information Commissioner's Office can be found at <http://ncl.ac.uk/data.protection/PrivacyNotice.htm>.

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Our Privacy policy will be updated from time to time and was last updated in March 2019. 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>

