

## Privacy Notice

You are being given this Privacy Notice as you have been chosen to participate in FutureMe activities delivered as part of the North East Collaborative Outreach Programme (NECOP). This privacy notice tells you how we (NECOP – colleges<sup>1</sup> and universities<sup>2</sup>) handle your personal information. Please read it carefully and contact us if you have any queries. We would strongly encourage you to speak to a parent/carer should you have any concerns or questions. Further information about FutureMe can be found at [www.futureme.ac.uk](http://www.futureme.ac.uk)

**Use** All data collected will be stored in accordance with applicable data protection laws by the NECOP central team based at Newcastle University. It will be used for contact, reporting, research, and monitoring and evaluation purposes as described below and to administer your participation in the programme.

**Lawful basis for processing** We believe our work to promote wider engagement and participation in higher education is carried out in the public interest. We need to ensure that the money we receive from government funding agencies is spent appropriately and has a positive impact. In order to measure impact and to conduct our activities, we need to gather the following student data from your school/college: your full name, postcode, date of birth, gender, ethnicity, year group/level and school/college name.

**Security** We will take all appropriate measures to keep your data secure.

**Storage** Data will be stored for ten years following the close of the programme to allow for project tracking and evaluation purposes. Following this period all data will be securely destroyed.

**Withdrawal** If you withdraw from the FutureMe activities provided by NECOP your data will be held and used as described unless you specifically inform us that you do not want your data to be used. You can do this by emailing [info@futureme.ac.uk](mailto:info@futureme.ac.uk) or informing a member of the NECOP team, at which point your personal data will be destroyed.

**Sharing** We will only share relevant data with the Universities and Colleges Admissions Service (UCAS), CFE Research, Behavioural Insights Team, Office for Students (OfS) and with Higher Education Access Tracker (HEAT). By "relevant" we mean data required to match the data you have provided to us with the other party's records; we will never share health data or family circumstances. We will share all data with the other NECOP colleges and universities in order to monitor and track your progress on the programme, application to university and beyond.

**OfS** We will share aggregate data with OfS, the funding body, in order to monitor progress and to ensure compliance with funding requirements.

**UCAS** We may share your personal details with UCAS in order to track application numbers. UCAS may provide the NECOP central team with a statistical analysis of applications.

**HEAT** We will share your data with the Department for Education's National Pupil Database or HEAT (the Higher Education Access Tracker), and/or with other organisations that HEAT works with. Please note that HEAT has access to government data sets and can inform us whether you progress to higher education, your success in higher education and career paths post-higher education. As well as with its key personnel and the supplier which maintains its database, HEAT may share your data with official custodians of education data including the Higher Education Statistics Agency, UCAS, the Department for Education, the Office for Students (OfS), the Skills Funding Agency and other agencies for research purposes only (and agreed with the HEAT governance and steering groups). HEAT will otherwise only share your data as required by law or directed by a court or other body of competent jurisdiction.

**Evaluation services provider (CFE Research and the Behavioural Insights Team)** To evaluate the programme your registration data, questionnaire data (and other data we are permitted to use) may be used by us for research purposes to ascertain the success of this widening participation initiative. You will not be individually identified in any reports and confidentiality will be maintained at all times. At no time will the information you provide be used for marketing or sales purposes or provided to any organisation for this use.

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<sup>1</sup> Bishop Auckland College, Cleveland College of Art and Design, Darlington College, Derwentside College, East Durham College, Gateshead College, Hartlepool College of Further Education, Hartlepool Sixth Form College, Middlesbrough College, Newcastle College, New College Durham, Northumberland College, Prior Pursglove and Stockton Sixth Form College, Queen Elizabeth Sixth Form College, Redcar and Cleveland College, South Tyneside College, Stockton Riverside College, Sunderland College, Tyne Metropolitan College.

<sup>2</sup> Durham University, Newcastle University, Northumbria University, University of Sunderland, Teesside University

**FOI** If the North East Collaborative Outreach Programme is subjected to a Freedom of Information request, all data supplied will be made anonymous and at no time will you be individually identified.