

University of Wolverhampton Details

The University of Wolverhampton is a registered data controller as defined by the Data Protection Act 2018 and are responsible for, and control the processing of your Personal Data, on behalf of the university. The registered address is;

The University of Wolverhampton,
Wulfruna Street,
Wolverhampton,
WV1 1LY.

University of Wolverhampton Fair Access Outreach Activity Privacy Notice

Every time an individual takes part in a sustained outreach activity with University of Wolverhampton Children's University, we will collect their personal data. This data helps us to plan, monitor and evaluate these activities, meaning we can keep an eye on how successful our activities are and understand student progression to HE/future careers.

We will obtain this data either from the individual themselves or another relevant source (i.e. school, club, community group).

This data will be held in accordance with the General Data Protection Regulation (GDPR) and our legal basis for this is Public Task and legitimate interest. By that we mean, we process this personal data to allow us to perform a task carried out in the public interest as a University (i.e. promoting and widening access to Higher Education). Legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

We will collect the following information:

- name;
- gender;
- date of birth;
- post code;
- school;

Data will be stored on the secure Higher Education Access Tracker (HEAT) database, which is managed and led by the University of Kent which is registered on the Information Commissioner's Office (ICO) Data Protection Register (Number Z6847902), and both the University of Kent and HEAT comply with all UK data protection legislation.

HEAT will store and process data on our behalf to record information about outreach activities and those who take part in them. HEAT is widely used in the HE sector, currently by over 80 HE Institutions and third-sector organisations in the UK, and allows national collaboration between HE outreach providers. This data can then be used for statistics and reports.

HEAT may share your data with other national teams to help track your progress through education. These are:

- *the Higher Education Statistics Agency (HESA),*
- *the Department for Education (DfE),*
- *the Universities and Colleges Admissions Service (UCAS),*
- *the Office for Students (OfS)*
- *Education and Skills Funding Agency (ESFA)*

For research and monitoring purposes only, this data may also be shared back with the source that supplied it (i.e. your school) and the outreach delivery provider who ran your activity.

The data will never be used for marketing purposes, shared or sold. The HEAT Service processes data solely for the monitoring and evaluation purposes described above. Data is not linked to or used for any decision-making process which might directly affect individual students. Results are presented in aggregate form without disclosing any specific details of individual students.

Rights as a data subject under public task

- the right to have inaccurate personal data rectified
- the right to request a restriction on the processing of your personal data
- the right to object to certain processing
- the right to complain to the Information Commissioner's Office about the way we process your personal data
- the right to ask for a copy of the information we have about you

How long will we retain the data?

Providing high quality outreach activities means being able to compare our activities and to determine which ones best help students to move on to Higher Education and employment. How long this takes will vary depending on age at the time of participation in an outreach activity.

- If you are under 21 years old at the time of the first outreach activity, your data will be retained for 15 years after graduation or until 30 years of age (whichever comes first).
- If you are over 21 years old at the time of the first outreach activity, your data will be retained for 15 years after graduation or for 10 years after your first outreach activity (whichever comes first).

After this time, data will be anonymised in bulk at the beginning of the next academic year. This retention policy will be reviewed each year to ensure it remains fit for purpose and compliant with relevant legislation.

Who do I contact if I want to know more?

For more information about your data you can email UoWCU@wlv.ac.uk. Additionally, if you have any queries, concerns or believe that your Personal Data is being handled in a manner which is contrary to statutory requirements, you may wish to contact the University of Wolverhampton's Data Protection Officer via dataprotection@wlv.ac.uk or complain to the ICO via www.ico.org.uk.

Changes to the Privacy Notice

We regularly review our privacy notice and will review it at least annually. This privacy notice was last updated on 8th September 2023