

Linking London Uni Connect - Privacy Notice

Our contact details

E-mail: uniconnect@linkinglondon.ac.uk

What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, college, contact details, care background, free school meal eligibility, First in Family to go to Higher Education)
- Date of birth
- Postcode

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To ensure we can stay in touch with you
- So we can measure the effectiveness of our project

We may also receive personal information indirectly, from the following sources in the following scenarios:

- College staff who have been asked by you to share your personal information with us

Lawful Basis

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

We need it to perform a public task.

What we do with the information we have

We use the information that you have given us in order to monitor and track the learners engaging with our programme, as directed by our funder, the Office for Students and to assess the effectiveness of our project. Some of the data will be personal i.e. identifiable and some will be anonymised.

How we will use your identifiable personal data:

The University and College Admissions Service (UCAS)

Through the UCAS STROBE or EXACT data service, your personal data may be share with UCAS in order to link data of learners engaged in the Uni Connect programme to application

data in UCAS's application database. This will help us to track the outcome of learner applications to higher education through the UCAS service. Further details about the UCAS STROBE and EXACT services can be found on UCAS's webpages:

<https://www.ucas.com/data-and-analysis/data-products-and-services/strobe> and <https://www.ucas.com/data-and-analysis/data-products-and-services/exact>

The Higher Education Access Tracker

We will share this information by inputting it into the Higher Education Access Tracker (HEAT), this data will be shared with HEAT and its third parties engaged in maintaining the HEAT database. A copy of HEAT's data privacy notice can be found here:

<https://heat.ac.uk/data-privacy-participants/>

As part of our funding agreement, data stored in HEAT will also be shared with the Office for Students and the appointed national evaluation suppliers for the Uni Connect programme.

Data stored in HEAT will be shared with the Higher Education Statistics Agency (HESA) in order to link the data of learners engaged in the Uni Connect programme to the HESA dataset. This will help us to track learner progression to and through higher education. Further details can be found in HESA's collection notice:

<https://www.hesa.ac.uk/about/regulation/data-protection/notices#linkg>

This data will also be shared with and accessible to London Uni Connect staff based at Kingston University.

Please note that any identifiable personal data we collect about you (as detailed above) will not be shared with any of our other partners either within the London Uni Connect partnership or externally.

How we will use anonymised data i.e. no longer identifiable

For monitoring and evaluation purposes, your data may also be shared with the following organisations:

- Centre for Education Research (CfE Research)
- Transforming Access and Student Outcomes in Education (TASO)
- The Department for Education (DfE)

Anonymised personal information will be aggregated and used for reporting and monitoring purposes. This anonymised information will be shared with our partners within the London Uni Connect partnership.

How we store your information

Your information is securely stored online in a Sharepoint Area and in HEAT.

We keep your personal information for the length of the Uni Connect (formerly NCOP) programme – at present, this is due to finish in July 2022. We will then securely delete your information from our Sharepoint Area.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at unicconnect@linkinglondon.ac.uk if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113