

## **Privacy Notice - PARTNERS Programme participant**

This privacy notice tells you how the PARTNERS Team at Newcastle University will 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 or teacher should you have any concerns or questions.

### **Why we collect your data**

We collect your data to:

- Administer your involvement in the PARTNERS Programme
- Make sure you have all the information you need throughout the PARTNERS Programme and you receive all the benefits you are eligible for
- Evaluate and report on the impact and effectiveness of the PARTNERS Programme.

We believe that the work we carry out with the PARTNERS Programme to promote 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.

We ask for some data from you that is considered as special category data by data protection law. We ask for some health information as we are required under the Equality Act 2010 to ensure that we make any reasonable adjustments for students to be able to fully participate in the PARTNERS Programme. We also ask you to tell us your ethnic background. Under data protection law we are able to ask for your ethnic background as Newcastle University has a duty in the public interest to report on student ethnic background to the Office for Students and we undertake research to ensure that there is diverse participation in the PARTNERS Programme.

### **What we will use your data for**

Your data will be used for contact with you to administer your participation in the PARTNERS Programme, reporting, research, and monitoring and evaluation purposes as described below.

### **How we store your data**

We will take all appropriate technical and organisational measures to keep your data secure. All data will be stored in accordance with data protection laws and other applicable legislation. We will retain your data for five years after your graduation. After this time anonymised data will be archived and retained for research, monitoring and evaluation purposes.

If you withdraw from the PARTNERS Programme your data will be held for tracking purposes unless you specifically inform us that you do not want your data to be used. You can do this by emailing [partners@ncl.ac.uk](mailto:partners@ncl.ac.uk) or phoning on 0191 2086094.

### **Who we share your data with**

In order to successfully administer your participation in the PARTNERS Programme and associated events, we will share your data (only if necessary) with the following:

- Support Services at Newcastle University to ensure that we can make any reasonable adjustments for you to be able to fully participate in the PARTNERS Programme and the PARTNERS Academic Summer School

- Selective Travel Company to administer your travel to and from the University for the PARTNERS Academic Summer School
- Text Local to contact you to pass on essential information prior to or during the PARTNERS Academic Summer School

In order to evaluate and report on the impact and effectiveness of the PARTNERS Programme, your data will be shared with the Higher Education Access Tracker (HEAT), run by the University of Kent. We will share your data with the Department for Education and/or with the other organisations HEAT works with. HEAT has access to government data sets and will inform us about your progression 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 providers of education data including the Higher Education Statistics Agency (further information on how HESA use your data can be found [here](#)), UCAS, the Department for Education, the Office for Students, the National Pupil Database and other agencies for research purposes only. Any sharing of data in this way will be agreed with the HEAT governance and steering groups. HEAT will only share your data in another way if they are required by law or directed by a court or similar body to do so.

Sharing your data to evaluate and report on the impact of the PARTNERS Programme will not affect you individually. For all reporting purposes or Freedom of Information requests, your data will be aggregated or made anonymous. You will not be individually identified in any reports and confidentiality will be maintained at all times.

### **Your rights**

You have the right to request that your data is removed from our system. Please contact the PARTNERS Team if you wish to do this or if you have a query or complaint about the use of data. You can telephone 0191 208 6094 or email [partners@ncl.ac.uk](mailto:partners@ncl.ac.uk).

Please note, if you are still active on the PARTNERS Programme and request that your data is removed, you will be withdrawing from the programme as we cannot administer your involvement. You can, however, request that we do not share your data with any parties listed other than Newcastle University.

Under data protection law you are entitled to request copies of all the personal data that the PARTNERS Team holds about you. This is called a Subject Access Request. To make a request please follow the Newcastle University process set out at [www.ncl.ac.uk/data.protection/accessyourpersonaldata/](http://www.ncl.ac.uk/data.protection/accessyourpersonaldata/).

Details of your rights under the General Data Protection Regulation (GDPR) and how to contact the Information Commissioner's Office can be found at [www.ncl.ac.uk/data.protection/dataprotectionpolicy/privacynotice/](http://www.ncl.ac.uk/data.protection/dataprotectionpolicy/privacynotice/).

Our privacy policy will be updated from time to time and was last updated in July 2021. Please see [www.ncl.ac.uk/schools/events/safety/data/](http://www.ncl.ac.uk/schools/events/safety/data/).

### **Who to contact for more information**

If you have any queries about your data please contact the Data Controller by email at [partners@ncl.ac.uk](mailto:partners@ncl.ac.uk) or by telephoning 0191 208 6094. The contact for the Newcastle University Data

Protection Officer can be found at

[www.ncl.ac.uk/data.protection/dataprotectionpolicy/privacynotice/](http://www.ncl.ac.uk/data.protection/dataprotectionpolicy/privacynotice/)