

The University of Northampton is the Data Controller for your information.

This privacy notice is to inform you about the information we collect about you from your school/college and is to enable us to analyse our projects which help school age pupils learn about and consider Higher Education opportunities. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, why and how we use your data, and about the rights you have.

The Data Protection Officer can be contacted by emailing dpo@northampton.ac.uk.

Or by writing to:

The Data Protection Officer, Vice Chancellor's Office, Senate building, Waterside Campus, University of Northampton, NN1 5PH

This privacy notice explains how we use your persona data and how you can exercise your rights regarding that information.

Information we are collecting about you

The data that may be required is your school name, 1st name, surname, DOB, sex, postcode, ethnicity, disability, Looked After Child status, Children from Service Families and whether or not you have been entitled to free school meals.

What is the source of the personal data?

The information above will be provided to University of Northampton by your school or college

Why are we collecting your personal data?

We will use your information to evaluate the impact of the University's Widening Access funding in relation to the institutions Access and Participation Plan. It is also to understand how the University of Northampton impacts on the lives of those that we works with.

How long we will process your personal data for

Data will be retained for up to 15 years. After which time the data will be deleted off the tracking system.

The lawful basis for processing your personal data

- Public Interest – Under Article 6(1)(e) of the UK GDPR
- Collection of special category data has further basis for processing for reasons of substantial public interest -Article 9(2)(g)2 for equality of opportunity or treatment and also explicit consent under Article 9(2)(a) of the UK GDPR where sensitive and or special category is being processed.
- Finally, Widening Participation and Outreach activities funded with OfS resources supporting access activities rely upon Legitimate Interest under Article 6(1)(f) of the UK GDPR.

Who are we sharing your personal data with?

Your information is stored in a national database called HEAT, and it is not sent outside of the UK. We will not use the information to make any automated decisions that might affect you.

We share your personal data with the following third parties for research purposes only:

- UCAS – University and Colleges Admission Service
- HESA – Higher Education Statistical Agency
- DFE – Department for Education
- OfS - Office for Students
- The National Data Service
- University members of the Aspire Higher Uni Connect consortium

You have the following rights

- The right to access – you can ask us for a copy of your personal information by making a subject access request.
- The right to be informed – we will inform you how we are using and storing your personal information.
- The right to rectification – if your personal information we hold is incorrect you can request for us to correct this.
- The right to erasure – dependent on the lawful basis you can ask us to delete your information we hold about you.
- The right to object – If you are concerned about how we are using your information tell us.

Please note that these are not absolute rights as they are dependent on the lawful basis which is being relied upon.

How you can complain:

In the first instance, you can refer your complaint to the Data Protection and Information Governance team by email at dpo@northampton.ac.uk.

If your complaint is not related to the data protection matters, refer it to [generic email address of the department].

If you are not satisfied, you can send your complaint to the Information Commissioner's Office either by:

Phone: 0303 123 1113

Website: ICO Complaints

Below are links to the privacy notices for the HEAT database and the Office for Students.

HEAT	Office for Students
https://heat.ac.uk/privacy-notice 	www.officeforstudents.org.uk/ofs-privacy/privacy-notice 