

Privacy Notice for School and College Students

University of Surrey's Widening Participation and Outreach and your data

The University of Surrey uses the Higher Education Access Tracker (HEAT) service to record information about its outreach activities and the students who take part in these activities. HEAT helps us identify which activities are most helpful in preparing students for higher education and progressing to employment.

Information collected about you

Personal data is collected on a Student Information form which is filled in when you are invited to participate in an outreach activity organised by the department. The type of data collected includes name, date of birth, school and postcode and information that may fall into a 'special category', for example ethnicity and disability or accessibility requirements. More information about our Widening Participation categories and the type of information we collect can be found at: [Widening Participation groups](#)

Additional information may be obtained via HEAT from the Higher Education Statistics Agency, UCAS, the Department for Education, the National Pupil Database, the Office for Students and other agencies for research purposes only. This data can provide information about the school you attend and the area in which you live, for example, how many people from your area go on to higher education. Data from these sources will also let us know about your educational journey.

We will share information with the Higher Education Outreach Network ([HEON](#)), part of the National Networks for Collaborative Outreach where we have your consent to do so. Your name and contact details will be shared with Student Recruitment for the purpose of administering Taster Days and Masterclasses.

How we use your information

The data we collect enables us to track individual journeys into Further Education, Higher Education and employment to measure the effectiveness of outreach activities. Collecting demographic information also enables us to develop activities that will support particularly groups of students and to provide for any disability you may have. We may also publish anonymised reports based on the data provided by HEAT that do not identify individuals. At no time will your data be passed to external organisations or individuals not already mentioned above.

How long we keep your information

To enable us to provide a high quality programme of activities we compare activities to determine which ones help students to move into Higher Education and onto employment and in accordance with the University data privacy notice ([Data Privacy](#)). HEAT will retain data for as long as the service is in existence for the purpose of the longitudinal study.

Your rights in relation to data collected

You have the right to:

- withdraw your consent for us to process your personal data
- ask us to confirm that your personal data is being processed and to access (i.e. have a copy) of that data as well as to be provided with supplemental information about the processing.
- request that we rectify any inaccuracies where the data we hold on you is inaccurate or incomplete

- have your data erased by us, although in certain circumstances we may not be able to do this. The circumstances where this applies can be found in the data subject rights information on the University's webpage
- restrict the processing of your personal data in certain ways
 - obtain your personal data for reuse
- object to certain processing of your personal data

To exercise any of these rights, please contact dataprotection@surrey.ac.uk.

You also have the right to complain independently to the Information Commissioner's Office about the way in which we process your personal data, if you are not satisfied with our response to your concerns.