

Data Privacy Notice for Student Ambassadors

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

The Higher Education Access Tracker (HEAT) has a Student Ambassador Portal for managing the recruitment and administering the work of current student ambassadors.

The HEAT Student Ambassador Portal contains data on ambassadors working either for Student Recruitment, the Widening Participation (WP&O) Department or both departments. This information allows us to keep track of which ambassadors support which outreach and recruitment events. Personal data will be held about you in HEAT when you applied to work as an ambassador. We may also store information indicating your provision of all the necessary documents for your right to work on the activity for which you applied, for example, the right to work documents and DBS (Disclosure and Barring Service) information. Members of staff in the WP&O and Student Recruitment who manage the recruitment of ambassadors will have access to the HEAT Student Ambassador Portal where it is necessary for recruiting and managing the work of ambassadors.

Information collected about you

We will collect a variety of information about you when you register on HEAT to become a Student Ambassador. The type of data collected includes name, date of birth, previous educational history and postcode and information that may fall into a 'special category', for example ethnicity and disability or accessibility requirements.

How we use your information

The information we collect enables us to manage the recruitment of Student Ambassadors to support WP&O and Student Recruitment activities:

- To employ staff to work for the Widening Participation and Outreach Department and Student Recruitment
- To administer ambassador activities you have applied to support
- To keep a record of which ambassadors take part in events
- To contact you about activities taking place that may be of interest to you
- To monitor the number of student ambassadors who meet widening participation criteria
- To publish anonymised reports 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

Data stored in HEAT will be stored for the duration of your time as a student at the University of Surrey.

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.