

PRIVACY NOTICE FOR TEACHERS

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

The Widening Participation and Outreach (WP&O) Department at the University of Surrey carries out a wide range of outreach activities that are available to students both locally and across the UK. Through these activities we aim to provide advice and guidance to students to help them make informed decisions about their future education as well as providing a programme of aspiration and attainment raising activities. We manage school and college applications to our programme of activities via the Online Surveys tool ([Online Surveys](#)).

What information do we collect from you?

We ask for personal data when schools sign up for activities which consists of name and contact details. We process data in our legitimate interest to provide activities to support the Access of students to Higher Education. These legitimate interests are determined through an assessment made by weighing our requirements against the impact of the processing on you. Our legitimate interests will never override your right to privacy and the freedoms that require the protection of your personal data. If you are interested in learning more about this legitimate interest assessment, please contact dataprotection@surrey.ac.uk.

Why do we collect this information?

We will collect details on your name, school and contact details when you register to bring students to a WP&O activity. This information is collected so that we can process your school's application to the activity.

What do we do with your information?

The University processes personal data and special category data in accordance with data protection legislation and its own Data Protection Policy. The data will be stored within the Online Surveys tool used to sign up for the activity. Data will be stored for as long as it is needed to manage application to the programme. Once the programme has taken place, data will be removed from the Online Surveys tool.

Who do we share your information with?

Internally, WP&O share your personal data with colleagues based in the department in order to deliver our outreach activities. We also share your personal data with members of the Student Recruitment Department to enable us to run collaborative Taster days and Masterclasses. We do not share your information externally with third parties, unless this is specified when you sign up to the programme.

What rights do you have in relation to the way we process your data?

As an individual whose data we process (a data subject), you have certain rights in relation to the processing. You can find detailed information about your rights as a data subject on the University's webpage.

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.