

Privacy Notice for Undergraduate Students

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

We may collect demographic information from you when you participate in an activity organised by the WP&O Department or we collaborate with another department to deliver a programme supporting student Success or Progression. The personal data we collect will include name, contact details and a variety of other criteria, such as whether you are a Care Leaver or a Mature Learner etc. We also collect special category data on ethnicity and disability.

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 WP&O or another department. 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. More information about our Widening Participation categories and the type of information we collect can be found at: [Widening Participation groups](#).

How we use your information

For 'in-reach' activities we collect information in order to assess the impact of activities on student Success and Progression at the University. The information also enables us to develop activities that will support particular groups of students through their time at university. We may also publish anonymised reports based on the data collected, but will not identify individuals. At no time will your data be passed to external organisations or individuals not already mentioned above, unless specifically stated.

How long we keep your information

We will retain the data collected from activities you have participated in for a period of five years.

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.