

Data Privacy Notice: How The Widening Participation and Outreach Department (WP&O) handles your personal data

The Widening Participation and Outreach Department at the University of Surrey is registered as a data controller with the Information Commissioner's Office (our notification number is Z6346945) and we are committed to ensuring that the personal data we process is handled in accordance with data protection legislation. We have a named Data Protection Officer, James Newby, who can be contacted via dataprotection@surrey.ac.uk

One of our responsibilities is to tell you about the different ways we collect and use your personal data. This statement provides details about these uses. In addition to this statement, you may be given further information about the uses of your personal data when you use certain services offered by the University of Surrey.

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. WP&O also works with other departments inside the University of Surrey and external partners to deliver 'in-reach' Success and Progression activities for students from under-represented backgrounds. 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. So that we can determine whether our activities are helping participants move on from school into further education and employment, we collect information about the students that take part in them.

What information do we collect from you?

The personal data we hold about you consists of 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. We take our obligations for data handling very seriously and it is therefore important for you to know the lawful basis for us processing your information. We process data in our legitimate interest to provide activities to support the Access, Success and Progression of students and to monitor, evaluate and research the impact of activities on students. 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. We will process special category data on the basis of Substantial Public Interest.

Why do we collect this information?

We use the Higher Education Access Tracker (HEAT) service (heat.ac.uk) to record information about our outreach activities and the students who take part in these activities. HEAT gives us the ability to track the educational journey of outreach participants into and through university and beyond into employment. To find out more about how HEAT does this, please go to [what is HEAT?](#) For in-reach activities we collect information in order to assess the impact of activities on student Success and Progression at the University.

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 we collect is used to monitor, evaluate and track students, and to improve our outreach activities. We use our own database and HEAT to process data. For in-reach activities, we use data collected to do the above and may use it to compile anonymised reports on Success and Progression (eg report on retention rates of 'good' degree outcomes and graduate employability rates). We use University systems, eg Oracle BI and SITS to track current student success and progression.

How long do we keep your information?

We keep your personal data in accordance with the University's retention schedules. This means that your data is kept for 10 years and then destroyed.

Who do we share your information with?

Internally, WP&O share your personal data with colleagues based in other departments in order to deliver and evaluate collaborative activities which support our aims of increasing Access, Success and Progression. We also share your personal data with other members of the Widening Participation and Outreach Department and with Student Recruitment to enable us to run collaborative Taster days and Masterclasses and manage the Student Ambassador scheme using HEAT. We share your data externally with the third party Higher Education Access Tracker service (heat.ac.uk) as outlined above.

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.