

Outreach and Recruitment Activities Privacy Notice

This privacy notice is to be read in conjunction with the General Privacy Notice on the University website.

1 Why we process your personal data

- 1.1 The Office for Students (OfS) Regulatory Framework requires Teesside University to produce an [access and participation agreement](#) that sets out how we will improve equal opportunities for underrepresented groups.
- 1.2 This requires the University to undertake activities within schools, colleges and other community groups to support progression and widen participation into Higher Education.
- 1.3 We also undertake untargeted recruitment events such as open days, to explain the benefits of and prepare young people for their transition into Higher Education.
- 1.4 We collect details of individuals that express an interest in and/or take part in these activities in order to:
 - 1.4.1 Plan and deliver activities;
 - 1.4.2 Monitor participation;
 - 1.4.3 Evaluate and report on the quality, impact and effectiveness of activities;
 - 1.4.4 Assess eligibility for [additional funding and support](#) such as childcare grants and care leaver bursaries.
- 1.5 We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

2 What personal data is processed?

- 2.1 The personal data we collect may differ according to the activity being undertaken but includes:
 - 2.1.1 Name;

- 2.1.2 Date of birth;
- 2.1.3 Postcode;
- 2.1.4 Email address;
- 2.1.5 Phone number;
- 2.1.6 School/college name;
- 2.1.7 Unique learner ID;
- 2.1.8 Qualifications obtained to date;
- 2.1.9 Eligibility assessment;
- 2.1.10 Looked after child/care leaver status;
- 2.1.11 Young carer status;
- 2.1.12 Estranged student status;
- 2.1.13 Pupil premium/ free school meal status; and
- 2.1.14 Parental HE status

2.2 We may collect the following categories of more sensitive, 'special category' personal data:

- 2.2.1 Gender;
- 2.2.2 Ethnicity;
- 2.2.3 Disability; and
- 2.2.4 Where required, other equality of opportunity monitoring data.

3 How Personal Data is Collected

2.3 The University will usually collect this information from you directly, but in some cases this may be co-ordinated by your school or college with permission from your parent or carer if appropriate.

4 Lawful basis

4.1 The University's lawful basis to collect this personal data is:

4.1.1 Consent – where practicable the University will rely on consent to process your personal data. Where we rely on consent this can be withdrawn at any time;

Alternatively,

4.1.2 Legal obligation;

4.1.3 Public interest;

4.1.4 Legitimate interests.

5 How will my Personal Data be Shared?

- 5.1 Your data will be stored securely in the University's Higher Education Access Tracker (HEAT) database, where it will be accessed by relevant Teesside University staff for the purposes described in paragraph 5.2.
- 5.2 The HEAT system will match your data with data held by the Higher Education Statistics Agency (HESA), Department for Education (DfE), Educations and Skills Funding Agency (ESFA) and the Universities and Colleges Admissions Service (UCAS) in order to check whether you have gone on to Higher Education and to evidence that our activities have impact.
- 5.3 If required under their regulatory framework, your personal data will be shared with the OfS, though wherever possible reports are anonymised or pseudonymised.

6 Data Retention

- 6.1 We will retain records securely within our HEAT system for the durations detailed below:
 - 6.1.1 **Under 21 years old at the time of first outreach activity:** Your data will be retained for 15 years after graduation or until 30 years of age (whichever is greater); or
 - 6.1.2 **Over 21 years old at the time of first outreach activity:** Your data will be retained for 15 years after graduation, or for 10 years after your first outreach activity.
 - 6.1.3 Data will be anonymised in bulk at the beginning of the next academic year after the above period is reached

7 Your rights and responsibilities

- 7.1 Please refer to the University's General Privacy Notice for information on your rights and responsibilities and how to complain.

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