

CenSCE extra-curricular and co-curricular activity participant privacy notice

Introduction

Nottingham Trent University (NTU) runs a variety of extra-curricular and co-curricular activities (ECA/CCAs) across Schools, Professional Services Departments, and the Students' Union (SU). NTU students can access and participate in these activities as they choose. Participation is voluntary and they are in addition to assessed activities that are part of the curriculum. Activities can include (but are not limited to), NTU Sports, NTU Music, Students in Classrooms schemes, volunteering, mentoring, SU societies and the Black Leadership Programme.

The Centre for Student and Community Engagement (CenSCE) is a Professional Services department within NTU which advances NTU's widening participation and social mobility agendas. It is responsible for supporting underrepresented groups to access and succeed at university. NTU is required as a condition of its registration with the HE regulator (the Office for Students (OfS)) to report on how it will improve equality of opportunity for underrepresented groups to succeed in and progress from higher education. There is some evidence that participation in ECA/CCAs is linked to success at university and so it is important for us to be able to monitor participation in such activities through the Higher Education Access Tracker (HEAT) (see further details below).

If you apply to take part in an ECA/CCA your student number will be passed on from the department/team providing the activity to CenSCE so that your details (and what you have taken part in) can be stored in HEAT's secure database to carry out valuable research into the impact of our ECA/CCAs.

How is data collected?

Data (your student ID number) will be transferred securely from the department/team providing the ECA/CCA to a CenSCE data professional authorised to process personal data. A record will be created for you in HEAT and your data (see below for details) will be input into your record (the data below is taken from University records we hold on you). Only a small number of employees from NTU (CenSCE staff) and HEAT can access the record (who need the data to carry out their job role). Any ECA/CCAs you participate in will be linked to the record. This enables us to build a picture of all the ECA/CCAs students take part in throughout their time at NTU.

What data will be stored on HEAT?

The data stored on HEAT will include the following:

First Name	Student ID number
Surname	Year entered HE
Date of birth	University Name (NTU)
Postcode	

If you already have a record on HEAT (if you attended a pre-entry outreach activity, you may have completed a HEAT form previously), this record will be used to record your ECA/CCA participation.

How will your data be used?

CenSCE will use the data recorded in HEAT to:

- 1) Research how effective ECA/CCAs are in terms of improving student success,
- 2) Fulfil reporting requirements to relevant government bodies.

The purpose of sharing personal information is to explore the relationship between activity engagement and student success with the aim to improve future outcomes. **Your data will never be used for marketing purposes, shared, sold or seen by anyone else.** Data is **not** linked or used for any decision-making process that directly affects individuals.

Please refer to the HEAT privacy notice for full details on how HEAT will use your data - <https://heat.ac.uk/privacy-notice/>.

Results presented outside of the HEAT Service are in aggregate form without disclosing specific detail on individuals.

How long will the data be kept?

If you have:

- Attended an activity within the last 15 years
- A HEAT record containing your first name, last name, postcode and date of birth
- Not withdrawn your permission to be included in outreach participant research

From the year you started NTU study, your data will be used for 15 years for the purpose of monitoring and evaluation. After this time, your information will be marked as ready for deletion by HEAT and deleted by NTU. Information stored that does not reach the above criteria will be marked as ready for deletion (and deleted) within 7 years.

Auditing

The NTU staff members who have access to the HEAT database will be reviewed biannually to ensure that only the correct people have access. A proportion of data that is input into the HEAT database will be audited by a second member of staff to ensure accuracy of inputting.

What is the legal justification for using your personal data?

Use of your data as set out above is necessary for the performance of a task carried out in the public interest (i.e. reporting on improving equality of opportunity for underrepresented groups to succeed in and progress from higher education.)

With regard to any special category data (i.e. information about ethnicity and/or disability), use of the data is necessary:

- for reasons of substantial public interest for the purposes of identifying and keeping under review the existence or absence of equality of opportunity or treatment
- for statistical research purposes in the public interest

Your rights

You can at any time object to your data being stored on the HEAT database.

You also have the additional rights as follows:

- to obtain a copy of your personal data
- to rectify inaccuracies, and where appropriate, the right to have incomplete data completed.
- to have your personal data erased in limited circumstances (it will not apply where the personal data is needed for the purposes of an overriding public interest).
- to restrict the use of your personal data. This is a limited right which will apply in specific circumstances and for a limited period (e.g. where a complaint has been received, until that complaint has been resolved).
- to object to use of your data by us for any direct marketing, and to require us to stop such marketing.

If you wish to exercise any of these rights, please contact us at researchandinsights@ntu.ac.uk or call 0115 842034.

The NTU Data Protection Officer can be contacted at DPO@ntu.ac.uk

The Data Controller is NTU, whose address is

CenSCE, Nottingham Trent University, Shakespeare Street, Nottingham, NG1 4FQ

If you believe that your data is not being processed in accordance with data protection law, you can contact the Information Commissioner's Office to make a complaint by the following means: website:

www.ico.org.uk, telephone helpline: 0303 123 1113