

**Nottingham Trent University**  
**CenSCE outreach information and participant privacy notice**

**Introduction**

Nottingham Trent University (NTU), through its Centre for Student and Community Engagement (CenSCE), runs activities that help to raise attainment and encourage young people to progress to college, higher apprenticeships or university (“outreach activities”). These outreach activities can include (but are not limited to), workshops, lectures, mentoring programmes, residential activities, campus visits and revision masterclasses. The aim of these activities is to increase the diversity in Higher Education (HE) and increase the number of young people from backgrounds that are under-represented in HE.

NTU is required as a condition of its registration with the HE regulator (the Office for Students (OfS)) to promote widening participation and to report to the OfS on its progress in achieving it. It is very important for us therefore to be able to assess the success of our outreach activities, and we do that by adding your (or your child or dependents) details to a Higher Education Access Tracker (HEAT) (see further details below).

If you (or your child) attends one of our partner school, applies to take part in, or takes part in an outreach activity with CenSCE, you may be asked to provide information specified below about yourself (your child), which will be stored in HEAT’s secure database to carry out valuable research into the impact of our activities, and to contact you about future research and related activities which may be of interest to you (or your child).

**How is data collected?**

Data is collected on either a paper form or via an online survey tool called ‘Online surveys’. Data forms may be completed at an activity or may be sent to pupils’ homes by schools. Schools will forward any forms that are returned by parents to CenSCE. The online survey may also be completed during an activity or before/after an activity.

Once paper forms are returned to the CenSCE office they will be stored in a locked area with a minimal number of people having access to them. The data will be manually input onto HEAT by a member of CenSCE staff and then the forms will be stored in the locked area until the end of that academic year plus one year, when they will be securely destroyed.

If the data has been submitted using online surveys, the data will be retained until the end of the academic year plus one year, when it will be erased. Only a limited number of people will have access to the online surveys account.

**Who fills out the form?**

For participants in Year 11 and below, parents will be asked to complete the form on behalf of their child, but the child will also be asked to sign the form (if age 13 or over). For participants in Year 12 and above, they will be asked to complete the form themselves.

**What data is collected?**

The data collected includes the following:

First Name	Sex	Disability
Surname	Home address	Ethnicity
Date of birth	HE participation of	Name of parent (pre 16 only)
School Name	parents	Email address of parent (pre 16 only)
School Year Group	Free school meal eligibility	Email address (post 16 only)
Qualifications working towards (post 16)	Care experience	
	Young carer experience	

The following data may also be collected if relevant to the scheme undertaken by your child:

- Pupil attainment data (provided by your child’s school) to indicate attainment levels prior to and following CenSCE schemes.
- Pupil self-reported questionnaires, where your child is asked to provide feedback on schemes
- Relevant consent forms provided by you or your child
- Responsible adult/School safeguarding agreement forms about your child (where applicable)

## **Why we collect your (your child's) data and what happens to it?**

The data is transferred manually to HEAT where a record is created for you (or your child). 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 CenSCE activities you (or your child) participate in will be linked to the record. This enables us to build a picture of all the activities you (or your child) take part in throughout the education cycle.

CenSCE use the data recorded in HEAT to:

- 1) Research how effective our activities are in terms of social mobility, attainment, progression to university and graduate outcomes, including employment. Our outreach activities are designed to support people from a wide range of backgrounds to go to university, and it is important that we evaluate how well we are doing this.
- 2) Fulfil reporting requirements to relevant government bodies.
- 3) Contact you (or your child) about further research opportunities, further education information and with information about future outreach activities.

The data may be shared with your (your child's) school.

To help us with our research the data may also be shared with relevant government and funding bodies including:

- 1) Higher Education Statistics Agency (HESA). Please see <https://www.hesa.ac.uk/about/regulation/data-protection/notices>;
- 2) Department for Education (DfE);
- 3) The Universities and Colleges Admissions Service (UCAS);
- 4) Office for Students (OfS);
- 5) Education and Skills Funding Agency (ESFA);
- 6) Office for National Statistical (ONS); and
- 7) Centre for Transforming Access and Student Outcomes (TASO).

We/HEAT may also ask HESA and the DfE to share education information about you (or your child) with us to enable us to carry out our research. This may include GCSE and A level results and data relating to Higher Education participation.

We will always ensure that any personal data shared with third parties is done so in a secure manner.

As well as informing our future provision, the research we carry out may be used in reports or journal articles. Personal data that is supplied on this form will never be used in a publication and individuals will never be identified. Furthermore, any research conducted will not be used to make decisions about you (your child).

## **How long will the data be kept?**

The personal data supplied will be retained in line with the HEAT data retention schedule as summarised below.

Data will be retained for 15 years after graduation (if you/your child progress to HE) or until 30 years of age (whichever comes first). After this time, data will be anonymised in bulk at the beginning of the next academic year.

Where data is collected via registers (see below), data will be deleted within 7 years of being stored. This retention policy will be reviewed each year to ensure it remains fit for purpose and compliant with relevant legislation. For further details please see <https://heat.ac.uk/privacy-notice/>

## **Registers**

We will ask schools to provide registers for our activities. These may be electronic (sent from the school to NTU via a secure link) or paper based. On the register we will ask for the following:

Name, DOB, postcode, school, year group, free school meal eligibility.

The CenSCE team will use the data provided on the register to see if you (or your child) already have a record on the HEAT database. If a record is found, then the new activity will be added to the record. If a record is not found, a new record will be created on HEAT using only the details provided on the register. Data collected via registers will not be shared with any other organisations.

Both paper and electronic registers will be securely destroyed/deleted at the end of each academic year.

## **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 (your child's) personal data?**

Use of your (your child's) data as set out above is necessary for the performance of a task carried out in the public interest (i.e. widening participation as a condition of NTU's registration as a university and safeguarding)

With regard to your 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
- for safeguarding purposes

We ask for your (parents/carers) consent for further contact from us.

## **Your rights**

There is no obligation on you to provide us with your (your child's) personal data but if it is provided to us, you can at any time object to it being stored on the HEAT database and/or it being stored/used by CenSCE.

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](mailto:researchandinsights@ntu.ac.uk) or call 0115 842034. The NTU Data Protection Officer can be contacted at [DPO@ntu.ac.uk](mailto: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](http://www.ico.org.uk), telephone helpline: 0303 123 1113