



# Future U Data Collection

Privacy Notice

2019

## What is Future U and why am I attending this event?

Future U is a programme funded by a government body called the Office for Students (OfS), which regulates universities. The OfS has lots of functions, one of which is promoting widening participation in higher education (HE). The Future U project is run through a partnership between many different universities and colleges. All the Future U partners work together as part of the project and are all jointly responsible for the Future U activities. For more details and to see which universities and colleges make up Future U, please visit the Future U website: [www.lancashirefutureu.org.uk](http://www.lancashirefutureu.org.uk).

The aim of Future U is to give you information and guidance about different education opportunities to help you make decisions about your future. As part of this project, we work with school and college students to make sure you have fair and impartial information about options in higher education.

The Future U team is working with your school to highlight the different options in HE that you might be interested in. We want to encourage people from different backgrounds to consider HE and increase the diversity in HE.

## What information does Future U collect about me?

We need to collect information about the students we are working with so we can let the OfS know how many students from target wards have taken part in our activities. We also collect information to help us track the long-term outcomes of the project (e.g. after participating in a Future U activity, do more young people go to university?). By evaluating the project in this way, it helps us assess whether the activities we are offering are effective and whether government funding is being spent in the best way.

When a Future U partner delivers an activity at your school, your school gives us some information about you and other students who attended the event. The information we are given is stored on a database called HEAT and is combined with other information within HEAT that we receive from other organisations such as government departments. The information within HEAT allows us to see whether individual activities or events you have attended influence your exam results, education pathways and career choices. Using this evidence means we can make sure we focus funding on activities that are the most effective and benefit young people the most.

Your school will give us the following information about you, if you attend a Future U event:

- Name
- Date of Birth
- Postcode
- Details of the activity you participated in
- School/College name

Your school may also provide the following information about you, if it is available, for equality monitoring purposes to help us ensure we are delivering activities and providing opportunities to students who are underrepresented in higher education:

- Gender
- Ethnicity
- Whether or not you have a disability
- Year group
- Whether you are a young carer
- Whether you are a care-leaver
- If you are from a military family
- Whether you are an asylum seeker
- Whether you are eligible for pupil premium funding

Once we have added this information from your school into HEAT, it is combined with the information outlined in the table below. If information is ‘anonymised’, it means we can’t tell who the data belongs to e.g. we get exam results for everyone who has taken part, but we don’t know which results belong to which student.

Information	Details
<b>University enrolment</b>	If you go on to study at university, we will be told which university you have gone to and in what year. This data is provided by the Higher Education Statistics Agency (HESA) to HEAT. HEAT makes this data available to Future U.
<b>Attainment</b>	We receive <b>anonymised</b> information about your Key Stage 4 (GCSE) and KS5 (A-level, BTEC etc.) results. This information is provided to us as a report and we cannot see your name, only the activities you’ve done. This data is provided by the Department for Education to HEAT who then provide us with the anonymised report.
<b>University applications</b>	In the future we may analyse applications to higher education from people on the HEAT database, but this information will be <b>anonymised</b> . This data is provided by the Universities and Colleges Admissions Service (UCAS) to HEAT. HEAT make this data available to Future U.
<b>Interactions with other universities using HEAT</b>	If you take part in an event or activity with a university that also uses the HEAT database and the university has recorded your information, we are able to see that you have taken part in an activity at that university. We cannot see what the activity is or when it took place.
<b>Future careers</b>	If you go to university and take part in a survey called the Destination of Leavers from Higher Education (DHLE) when you leave, we will receive information about what your first job after university is. The DHLE provides this data to HEAT who make the data available to Future U.

## Who is responsible for the way in which my information is used?

For data protection purposes, all the Future U partners are joint controllers of the personal data collected as part of the Future U project. This means that each partner is equally responsible for complying with data protection legislation and for ensuring your information is handled correctly. All the partners collect and use your information for a common purpose to achieve the same outcomes. You can contact any of the partners if you have any questions about the way your information is used; however the University of Central Lancashire (UCLan) is the lead partner and is the main contact for any queries about the Future U project, including about how your information is handled.

UCLan is registered with the Information Commissioner's Office and our registration number is Z5512420. You can contact UCLan's Data Protection Officer on [DPFOIA@uclan.ac.uk](mailto:DPFOIA@uclan.ac.uk). Further information and contact details can be found here: [uclan.ac.uk/data\\_protection](https://uclan.ac.uk/data_protection)

You can contact the Future U team, based at UCLan, on [FutureUData@uclan.ac.uk](mailto:FutureUData@uclan.ac.uk).

## What is the lawful basis for processing personal data as part of the Future U project?

To process personal data, we must have a lawful basis from data protection legislation (the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA)) which allows us to do so. For the purposes of the Future U project, we rely on the following lawful basis from the GDPR:

**Article 6(1)(e)**, which allows us to process personal data where it is necessary to perform a task in the public interest. The OfS has tasked universities with increasing participation in higher education from underrepresented groups. The activities delivered as part of the Future U project are designed to meet this task. The evaluation of the project, including our use of HEAT, is a necessary activity to meet this task as it helps us to see if our activities are increasing participation in higher education and whether or not funding is being used in the most effective way.

Where we collect and use special category data such as information about your ethnicity or disability, we rely on the following additional lawful basis from the GDPR:

**Article 9(2)(g)** which allows us to process special category data if the processing is necessary in the substantial public interest and there is a basis to do so in law. The law which allows us to rely on this basis is **section 10 DPA** by virtue of **Schedule 1(8) DPA**. This is because we collect this data for equality monitoring purposes to ensure we are delivering activities and providing opportunities to students who are underrepresented in higher education.

## Will my information be shared with other people?

Your information will be used by all the Future U partners. It will also be shared with the following organisations for national evaluation and to produce the reports detailed in the table above: The University of Kent (which runs the database HEAT), the Office for Students

(OfS), the Department for Education (DfE) and HESA. Your information will not be shared with any third parties for marketing purposes.

### How long will my information be kept?

Your information will be kept on the HEAT database until you are 25 years old. At this point the information will either be fully anonymised or deleted.

### Your data protection rights

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information. Further information about each of these rights can be found on the Information Commissioner's Office website here: [ico.org.uk/your-data-matters](https://ico.org.uk/your-data-matters) As all Future U partners are joint controllers for data protection purposes, you may exercise your rights by contacting any partner; however, you are encouraged to send any requests to UCLan, as the lead partner, using the contact details above.

### Your right of access

You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process. To make a request, please contact UCLan as the lead Future U partner using the details on our website here: [uclan.ac.uk/data\\_protection/access\\_your\\_information.php](https://uclan.ac.uk/data_protection/access_your_information.php)

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies.

### Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances.

### Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances.

### Your right to object to processing

You have the right to object to any processing we carry out, if we carry it out on the basis that it forms part of our public task or is in our legitimate interests. You also have the right to object to your personal information being used for direct marketing purposes.

If at any point you wish to object to your personal data being used by the Future U project, including your information being stored on HEAT, you can contact UCLan by emailing the Future U team on [FutureUData@uclan.ac.uk](mailto:FutureUData@uclan.ac.uk) or ringing **01772 894433**; or you can use the opt out form on the Future U website: [lancashirefutureu.org.uk/opt-out-form](https://lancashirefutureu.org.uk/opt-out-form)

## Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information because we have your consent or because it is necessary for a contract you have with us, and the processing is automated.

## Your right to complain

We work to high standards when it comes to processing your personal information. If you have queries or concerns, please contact the Future U team at UCLan or UCLan's Data Protection Officer, and we will respond.

If you remain dissatisfied, you can make a complaint about the way Future U processes your personal information to the Information Commissioner's Office, which is the UK supervisory authority for data protection. Further information can be found on the data protection pages of the UCLan website here: [uclan.ac.uk/data\\_protection/access\\_your\\_information.php](https://uclan.ac.uk/data_protection/access_your_information.php)

## **Future U Data Collection | Privacy Notice | 2019**

### **Office for Students - Uni Connect Programme**

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Connect with FutureU  
[@LancashireFutureU](https://www.instagram.com/LancashireFutureU)

