

Widening Participation Privacy Notice 2023-24

Who are we?

York St John University's Widening Participation Team deliver outreach projects, events and activities which aim to improve equality of access to university and higher education. We work with groups historically underrepresented in higher education to provide information, advice and guidance to help them make informed decisions about their future. Examples of activities include mentoring, residentials and university visits.

Who is the data controller?

York St John University is the data controller. All personal data gathered is treated with the care and confidentiality required by the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

What information do we collect?

When you take part in our activities, we require some personal information. The collection of this information is necessary for the performance of a task carried out in the public interest. We use this information to monitor the impact of the outreach programmes we deliver.

This information includes:

- Personal information including your name, postcode, gender, and date of birth

We may also collect special category data when you (and/or your parent/carer) has consented for us to do so.

This information includes:

- Personal characteristics including ethnicity, disability and/or health
- Whether your immediate family have been to university
- Whether your parent(s) or carers have served in the Armed Forces
- Whether you have ever been in care or consider yourself as a young carer
- Attainment-related information such as predicted grades and exam outcomes
- Pupil Premium and Free School Meal status

When do we share personal data?

We only share the personal information we collect and process outside of the university in limited circumstances. We share your data with services to or on behalf of York St John University:

- HEAT (Higher Education Access Tracker) secure database. We use this database in order to keep a record about your participation in our activities, including details of your engagement with individual Inspiring Choices activities and HE progression data (further study post-18)

What legal basis do we have for processing your personal data?

The GDPR requires us to establish a legal basis for processing personal data. For the purpose of this privacy notice the processing of data for tracking purposes (first name, last name, postcode, gender and date of birth only) is covered under GDPR Article 6 (1)(e) where processing is necessary for the performance of a task carried out in the public interest.

We will only collect additional special category data when you have given consent, the processing of special category data is covered under GDPR Article 9 (a) whereby data is processed when you have given explicit consent.

What rights do you have in relation to your data?

You have the following rights regarding your personal data which is processed under the lawful basis of public task:

- You have the right of access to your data
- You have the right to correct your data if it is incorrect
- You have the right to ask for a copy of your data to be transferred to another organisation

In addition to the above, you have the following rights regarding any special category data collected under the lawful basis of consent:

- The right to withdraw your consent at any time

If you wish to exercise your rights, please contact York St John University at gov.compliance@yorksja.ac.uk, quoting "Widening Participation" in the email.

How long do we keep your personal data for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To track and monitor the effectiveness of our work, we use an approved tracking service, the HEAT database.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once we no longer need the personal data we have collected or have reached the date of deletion it will be securely destroyed in accordance with the York St John University Records Retention Schedule.

The HEAT Database retention schedule is as follows:

If you are under 21 years old at the time of first outreach activity:

- Your data will be retained until you are 30 years of age.

If you are over 21 years old at the time of first outreach activity:

- Your data will be retained for 10 years after your first outreach activity.

After this time, data will be anonymised in bulk at the beginning of the next academic year.

How to contact us

If you would like to find out more about the programme or the uses of your personal data, please contact us at wp@yorksja.ac.uk

For enquiries about Subject Access Requests or if you have a Data Protection query or complaint, please contact The University's Data Protection Officer: University Secretary and Registrar York St John University, Lord Mayor's Walk, York, YO317EX. Tel: 01904 876844 Email: eso@yorksja.ac.uk.

Please Note

You also have the right to lodge a complaint about the processing of your personal data with the Information Commissioner's Office. Contact details for the ICO can be found at www.ico.org.uk.