

## Data Privacy Notice

This is our formal notice, required under data protection rules, which gives full details of how we will process (collect and use) your data.

### SOUTHERN UNIVERSITIES NETWORK PRIVACY NOTICE

#### General Data Protection Regulations 2018

UNIVERSITY OF SOUTHAMPTON SUN PRIVACY NOTICE – January 2020

The Southern Universities Network (SUN) is a project designed to increase the numbers of students living in your specific local area (target ward) going into higher education.

We are collecting personal data (“Data”) about you to enable us to carry out the project, to assess the impact of this project and to track your progress through your educational journey. Personal data is the data that we will collect from you from which, either on its own or in combination with other information, you can be identified. This Data will include details such as your:

- Name
- Gender
- Contact information
- Educational information including what school you are attending, and grades attained
- Attitudes to Higher Education/ Level 4 learning
- Knowledge of Further Education, Higher Education and Level 4 qualifications and options
- Ethnicity
- Medical information with regards to any disabilities
- Thoughts on education, employment and what you would like to do in the future
- Engagement in SUN outreach activities and activities funded by SUN
- Immediate family’s education

You can withdraw your consent to us processing this Data at any time by sending us an e-mail to: [SUN@soton.ac.uk](mailto:SUN@soton.ac.uk). Your consent will not impact upon your involvement in SUN outreach activities.

#### 1. Why we are processing it

This Data is processed to enable you to take part in:

- A baseline survey
- Activities designed to inform and engage you in deciding your next steps in education
- Surveys based on the above activities
- Discussion groups

It enables us to:

- Identify you as a participant
- Measure your participation in the activities outlined above
- Monitor and evaluate the project
- Measure engagement within certain ethnic groups and between genders
- Track any changes in your attitudes towards higher education
- Track any changes about how you feel about yourself in an education context e.g. self-confidence, decision making and identity)
- Track which path you take after you leave school
- Assess equality of opportunity
- Carry out research

## 2. Holding data

We will only process your Data for the purposes of this project. All personal data and sensitive personal data which you provide will be processed and held within SUN and will be kept confidential and held securely.

We will also keep this Data accurate and up to date. Please let us know if your details change or if you feel that the Data we hold about you is inaccurate or incomplete at: [SUN@soton.ac.uk](mailto:SUN@soton.ac.uk)

You can also ask us to delete the information that we hold about you in certain circumstances by sending us an e-mail to: [rgoinfo@soton.ac.uk](mailto:rgoinfo@soton.ac.uk).

Your data will be stored and monitored until you turn 26 years old. This is to enable us to monitor your progression through education and potential employment destination.

## 3. Access to your Data

You can request access to any Data we hold about you. If you would like to access your Data please make a request in writing to:

The Data Protection Officer  
Legal Services  
University of Southampton, Highfield  
Southampton, SO171BJ  
Email: [data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk)

In certain circumstances you can request your Data for reuse for your own purposes across different services by emailing us at: [SUN@soton.ac.uk](mailto:SUN@soton.ac.uk)

## 4. Profiling

The data you provide may be used for profiling purposes to identify similar characteristics of those identified as living in SUN target wards. This profiling is used for research and evaluation purposes only and will not impact upon any decisions made about your involvement in this project, or other education opportunities.

## 5. Sharing your data

Wherever possible we will give you the reasons why we wish to share your information and will ask for your consent.

Where you have given your consent, we will share your Data with the following to allow us to assess and monitor this project and to track your progress through the education system:

- CFE Research who will be managing and studying the responses given in the baseline survey and linking this with your engagement in SUN outreach activities via the Higher Education Access Tracker (HEAT)
- The Higher Education Access Tracking (HEAT) service to store your Data to enable your progress to be tracked through the education system.
- The Office for Students (OfS) who are funding this project to enable us to report back on the success of the project. This data will not be shared in a form that identifies you.
- Your local authority to monitor and track your educational journey through school and or College, and to monitor your attainment at GCSE and A-level or equivalent level.
- The school or college you attend to enable them to keep a record of activities you have registered interest for and attended. Where an activity takes place during term time and during the school day, we will need to share your name, year group and date of birth to the school or college you attend to ensure they are aware for safety reasons

We will never share your data with any other third parties who we have not named above and we will ensure that we work with reputable companies for data processing services who are data protection compliant and who enter into appropriate data sharing agreements.

We may publish information such as aggregated or grouped data, statistics, research findings and analysis using the data obtained from your data, but this will be published in a form that does not identify you.

If you wish to find out more about these uses of your Data or you are unhappy with the way that we have handled your Data you can contact us at: [SUN@soton.ac.uk](mailto:SUN@soton.ac.uk) or contact the Information Commissioner's Office. See their website at: <https://ico.org.uk/>.

We keep this Privacy Notice under regular review, and it may be amended from time to time. You can obtain a current version at: <https://www.sunoutreach.org/privacy-policy/>

**The University of Southampton is the Data Controller and our registration number with the Information Commissioner's Office is Z6801020.**