

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/ SOUTHERN UNIVERSITIES NETWORK PRIVACY NOTICE

April 2022

The Southern Universities Network (SUN) is 1 of 29 partnerships across the UK that form the Uni Connect Programme that is funded by the Office for Students (OfS). The aim of the partnership is to improve progression rates into higher education by students residing in target wards as identified by the OfS.

The SUN partnership consists of 6 Universities across the southern region. Arts University Bournemouth, Bournemouth University, Solent University, University of Winchester, University of Portsmouth and University of Southampton.

The University of Southampton is the lead institution for SUN for the purposes of administration of data and the SUN central team. The SUN central team are all University of Southampton members of staff and therefore abide by the University of Southampton's [data protection policy](#). The **SUN do not share any data collected with other universities within the partnership of the Southern Universities Network.**

Participating in the SUN Programme

Through the programmes that the SUN run, we are collecting personal data to enable us to carry out the project under the guidance stipulated by the OfS. We collect personal data in order for us to assess the impact of the project and to monitor your educational journey of the students we work with. Personal data is the data we collect from you which either on its own or in combination with other data can identify you. This data is collected in a matter of public interest as stipulated by the OfS. This data could include:

- Your first name and surname
- Your date of birth
- Your postcode
- The educational institution you attend and year group
- If you receive Free School Meals
- Attainment at Key Stage 3 (Year 7-9) and Key Stage 4 (Year 10-11)
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We also collect special category personal data through the form of consent. We may ask you to complete a consent form which will further enhance our ability to assess the impact of the project and monitoring of your educational journey. This data includes:

- Gender
- Contact information
- Ethnicity
- Medical information including any disabilities

We may also ask for the following:

- Attitudes to Higher Education

Knowledge of Further Education, Higher Education qualifications and options

Thoughts on education, employment and what you would like to do in the future

- Engagement in the SUN outreach activities and activities funded by SUN
- Immediate family's education
- If a family member is in the Military Services
- If you are a young carer
- If you are currently, or ever have been, in care

You can withdraw your consent to us processing this data at any time by sending us an e-mail to: SUN@soton.ac.uk. Your consent will not impact upon your involvement in the 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 and support attainment raising at Key Stage 3 and Key Stage 4
- Surveys based on the above activities
- Discussion groups or interviews

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
- Measure engagement with certain OfS target groups
- Track attainment during Key Stage 3 and Key Stage 4
- Track any changes in your attitudes towards higher education
- Track any changes in 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

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.

Your data will be stored and monitored for 12 years after you have been entered onto the Higher Education Access tracker or until the programme finishes (whichever comes first) . 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 your 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
SO17 1BJ

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

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 and/or OfS target groups. 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.
- The School or college you attend to monitor and track your attainment at Key Stage 3 and Key Stage 4.
- 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.

- Third Parties who deliver projects or activities on behalf of SUN to enable them to keep a record of activities you have registered interest for and attended.

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 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.