

## **Privacy Notice – teachers and advisors within schools and colleges**

This privacy notice tells you how we (Newcastle University Student Recruitment Team) handle your personal information. Please read it carefully and contact us if you have any queries.

### **Why we collect your data**

We collect your data to:

- Administer yours and your students' involvement in the event or activity
- Evaluate and report on the impact and effectiveness of the event or activity

We believe that the work we carry out to promote wider engagement and participation in higher education is carried out in the public interest. We need to ensure that the money we receive from government funding agencies is spent appropriately and has a positive impact. In order to measure impact and to conduct our activities, we need to collect your data.

We ask for some data from you about your students that is considered as special category data by data protection law. We ask for some health information as we are required under the Equality Act 2010 to ensure that we make any reasonable adjustments for your students to be able to fully participate in our on campus events.

### **What we will use your data for**

Your data will be used for contact with you to administer yours and your students' participation in the relevant event or activity, reporting, research, and monitoring and evaluation purposes as described below.

### **How we store your data**

We will take all appropriate technical and organisational measures to keep your data secure. All data will be stored in accordance with data protection laws and other applicable legislation. We will retain your data for one full academic year. After this time anonymised data will be archived and retained for research, monitoring and evaluation purposes.

If you withdraw from any of the activities or events provided by Newcastle University Student Recruitment Team, your data will be held for tracking purposes unless you specifically inform us that you do not want your data to be used. You can do this by emailing [outreach@ncl.ac.uk](mailto:outreach@ncl.ac.uk) or phoning on 0191 2086094.

### **Who we share your data with**

In order to successfully administer your participation in the on campus event, we will share your data, if necessary, with the relevant services at Newcastle University.

In order to evaluate and report on the impact and effectiveness of our events, your data will be shared with the Higher Education Access Tracker (HEAT), run by the University of Kent. Your data will not be available for any other subscribing institutions to see and HEAT will only share your data in another way if they are required by law or directed by a court or similar body to do so.

Sharing your data to evaluate and report on the impact of our events will not affect you individually. For all reporting purposes or Freedom of Information requests, your data will be aggregated or made anonymous. You will not be individually identified in any reports and confidentiality will be maintained at all times.

### **Your rights**

You have the right to request that your data is removed from our system. Please contact the Student Recruitment Team if you wish to do this or if you have a query or complaint about the use of data. You can telephone 0191 208 6094 or email [outreach@ncl.ac.uk](mailto:outreach@ncl.ac.uk).

Please note, if you would like to attend one of our events on campus you will need to provide us with some data in order for us to administer your involvement. You can, however, request that we do not share your data with any parties listed other than Newcastle University.

Under data protection law you are entitled to request copies of all the personal data that the PARTNERS Team holds about you. This is called a Subject Access Request. To make a request please follow the Newcastle University process set out at [www.ncl.ac.uk/data.protection/accessyourpersonaldata/](http://www.ncl.ac.uk/data.protection/accessyourpersonaldata/).

Details of your rights under the General Data Protection Regulation (GDPR) and how to contact the Information Commissioner's Office can be found at [www.ncl.ac.uk/data.protection/dataprotectionpolicy/privacynotice/](http://www.ncl.ac.uk/data.protection/dataprotectionpolicy/privacynotice/). Our privacy policy will be updated from time to time and was last updated in July 2021. Please see [www.ncl.ac.uk/schools/events/safety/data/](http://www.ncl.ac.uk/schools/events/safety/data/).

### **Who to contact for more information**

If you have any queries about your data please contact the Data Controller by email at [outreach@ncl.ac.uk](mailto:outreach@ncl.ac.uk) or by telephoning 0191 208 6094. The contact for the Newcastle University Data Protection Officer can be found at [www.ncl.ac.uk/data.protection/dataprotectionpolicy/privacynotice/](http://www.ncl.ac.uk/data.protection/dataprotectionpolicy/privacynotice/).