

Choices Together Student Privacy Notice

Who are we?

The North East Raising Aspiration Partnership (NERAP) is a group of all of the universities in the North East of England working together to support young people to think about their futures and how higher education can help them reach their goals¹. Choices Together is a progressive programme that we offer to young people and their families that have experience of the care system. This programme and our support is available to students in Year 7 right up to Year 13.

Newcastle University is the lead university for NERAP and act as the lead data controller. This means that they are responsible for all of the information we collect.

Why are we collecting your information?

We have to collect some information about you to help us plan and run our activities, for research purposes and to monitor how useful these activities are so that we can improve our programmes. We are given funding by our partner universities so we have to prove that the money they give us is helping young people to progress to higher education and is making an impact. We believe that the work we are doing to support young people to progress to higher education is in the public interest and that is why we collect your data.

We also collect your information so that we can contact you in the future about events you might be interested in. We will only hold this information if you give us your consent. In order to accommodate any needs you may have whilst attending our events, we may collect health data. We ask for your consent in order to gather this information.

Should we have any concerns about your welfare, we have a legal obligation to share your information.

What information are we collecting?

We will be collecting your:

- Name
- Date of birth
- Address
- School and year group
- Gender
- Ethnicity
- Phone number/email address
- Any special requirements you might have
- Your care status
- Surveys about how useful you found the activity or your opinions about higher education

How are we collecting your data?

We ask you to complete an application form for the Choices Together programme and will gather further information as the programme progresses directly from you. We store this information securely in Newcastle University. We will keep your information for no longer than 10 years following the close of the NERAP project, at which point we will anonymise your data so you will not be identifiable.

¹ NERAP Partner Universities are Durham University, Newcastle University, Northumbria University, University of Sunderland and Teesside University.

Who will it be shared with?

- We will be sharing your data with a third party organisation (Higher Education Access Tracker (HEAT) or Universities and Colleges Admissions Service²) in order to check if you go on to higher education so that we can measure how useful our programme was.
- We may also share your data with agencies who carry out research and evaluation. You will never be identifiable in any reports that we produce.
- We will share your information with our partner universities so that we can administer the programme and report on how effective the programme was. We require all those who we share your information with to protect it and to only use it as we have agreed.
- We will be sharing your information with the relevant Local Authority or Virtual School so that they can arrange transport for you to attend the programme and to help us to administer the programme.
- We may share your information (first name and address) with a taxi firm when arranging transport for you to attend the programme.
- If we have any concerns about your welfare, we have a legal obligation to share your information with government agencies.

Will this have an impact on me?

There will be no impact on you individually or any decisions you make about your future. You will never be individually identified in any reports we write.

What are my rights?

- You can request to look at the information we hold about you. You can do this by visiting <http://www.ncl.ac.uk/data.protection/accessyourpersonaldata> or by contacting us at rec-man@newcastle.ac.uk.
- You can request that we change your information to make sure it is correct. Please let us know if at any time your personal information changes.
- We ask for you to consent to be contacted following the Choices Together Programme about events and activities that we believe may be of interest to you and also to gather health data. You have the right to withdraw this consent at any point and can do so by contacting the NERAP Team at the contact details below.

We do not charge for any of the above and we will do our best to respond to all requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will contact you and keep you updated.

How can I contact you about my data?

You can reach the NERAP Team by telephone at 0191 208 3128 or via email to info@nerap.ac.uk. Our postal address is The University of Newcastle upon Tyne, King's Gate, Newcastle upon Tyne, NE1 7RU.

If you have any concerns about your information or wish to make a complaint, you can contact our Data Protection Officer at: www.ncl.ac.uk/data.protection.

Our privacy policy will be updated from time to time and was last updated in December 2019.

² HEAT match your data with data held by Higher Education Statistics Agency (HESA), Department for Education (DfE), Education and Skills Funding Agency (ESFA) and the Universities and Colleges Admissions Service (UCAS).