

## NERAP Parent/Carer Privacy Notice

### **Who are we?**

The North East Raising Aspiration Partnership (NERAP) is a group of all of the universities<sup>1</sup> in the North East of England working together to widen participation to higher education in the region. Newcastle University is the lead university for NERAP and acts 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 so that you and the young people you have responsibility for are able to attend our activities. If you attend one of our on-campus events, we will gather some basic information so that we can ensure we can make any reasonable adjustments to allow you to fully participate in the event. We may also gather some survey information about how useful you felt the programme was so that we can evaluate our activity and how we can improve it for future years. As per data protection laws, we have to have a legal basis for collecting your information. 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 the basis on which we will collect your data.

We also collect your information so that we can contact you in the future about events you or your young person might be interested in. We will only hold this information if you give us your consent.

In an emergency or safeguarding situation, we may need to share your data and would do this on the basis of legal obligation.

### **What information are we collecting?**

We will be collecting your:

- Name and Address
- Phone number and email address
- Your relationship to the young person
- Any special requirements you may have to enable you to attend our events.
- Social worker contact information (if applicable).
- Surveys about how useful you found the activity you or your young person attended.

### **How are we collecting your data?**

We ask you to complete a section on the application form for our programmes (online or paper-based) and we may contact you to gather further information as the programme progresses if required. Data and information given will be stored in accordance with the data protection laws and other applicable legislation. It will be stored securely by the NERAP Project Team based at Newcastle University and NERAP Partner universities. Appropriate technical and organisation measures will be taken to keep your data secure. Data will not be stored outside the European Economic Area.

We will keep your information for no longer than 10 years following the close of the NERAP project.

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<sup>1</sup> NERAP Partner Universities are Durham University, Newcastle University, Northumbria University, University of Sunderland and Teesside University.

**Who will it be shared with?**

- We may share your information with our partner universities so that we can administer the programme.
- If we have any concerns about the welfare of your young person, we have a legal obligation to share information with government agencies.

We require all those who we share your information with to protect it and to only use it as we have agreed.

**Will this have an impact on me?**

There will be no impact on you. 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 the NERAP Project Team at [info@nerap.ac.uk](mailto:info@nerap.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. 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](mailto: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](http://www.ncl.ac.uk/data.protection).

Our privacy policy will be updated from time to time and was last updated in January 2021.