

## NERAP 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 goals<sup>1</sup>. We deliver programmes targeting specific groups of students such as young carers or those with experience of the care system to enable you to have access to higher education focused activity to support your future decision making.

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, and to evaluate and 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. When conducting evaluation or research into the impact of the programmes we will ask for consent to participate.

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 and you can opt out at any time.

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

We ask you to complete either an online registration form or paper based application to participate in our programmes. 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, at which point we will anonymise your data so you will not be identifiable.

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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 will be sharing your data with a third party organisation (Higher Education Access Tracker (HEAT) or Universities and Colleges Admissions Service<sup>2</sup>) in order to check if you go on to higher education so that we can measure how useful our programme was.
- We may share your data with external evaluation organisations to help us measure the impact of the programme.
- We may share information with relevant agencies, charities or your parent/carer who are providing support for you so that they can arrange transport for any on-campus aspects of our 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.
- We may share your data with Brightside<sup>3</sup>, an online mentoring platform should you participate in this aspect of our programme.
- We require all those who we share your information with to protect it and to only use it as we have agreed.
- 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 [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 by contacting [info@nerap.ac.uk](mailto:info@nerap.ac.uk).
- We may contact you about future 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 [info@nerap.ac.uk](mailto:info@nerap.ac.uk).

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.

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<sup>2</sup> 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).

<sup>3</sup> Brightside are an online mentoring provider who we have commissioned to deliver our mentoring programme ([www.brightside.org.uk](http://www.brightside.org.uk))