

NERAP Teacher Privacy Notice

Who are we?

The North East Raising Aspiration Partnership (NERAP) is a group of all of the universities¹ 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 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 collect some information about you in order to administer your students' participation in NERAP activities. If you attend one of our on-campus events, we will gather some health 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 activity was so that we can evaluate how impactful the activity is and how we can improve it for future cohorts. 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 why we collect your data.

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

What information are we collecting?

We will be collecting your:

- Name
- Phone number/email address
- School name
- Job role
- Any special requirements you might have
- Surveys about how useful you found the activity

How are we collecting your data?

We collect your data when you contact us regarding a NERAP activity. You are also able to register on our online platform to manage and book our school based activities. 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. If registered on our online platform, you can amend your personal details yourself should you change school or job role.

Who will it be shared with?

We may share your information with our partner universities so that we can administer activities. We require all those who we share your information with to protect it and to only use it as we have agreed.

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

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 us at info@nerap.ac.uk.
- You can request that we change your information to make sure it is correct or you can amend yourself once registered on our platform. Please let us know if at any time your personal information changes by contacting info@nerap.ac.uk.
- We will ask for you to consent to be contacted 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 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. 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 January 2021.