

NERAP Student 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 support young people to think about their futures and how higher education can help them reach their goals. 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 your consent to participate. We may 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 permission and you can opt out at any time.

What information are we collecting?

We will be collecting your:

- Name and address
- Date of birth
- Gender/sex
- School and school year
- Any special requirements you may have to enable you to attend our events/activities
- Contact information, to help us administer our events/activities
- Social Worker contact information (if applicable)
- Parent/carer name and contact information/emergency contact details
- Surveys about how useful you found the events/activities you attended
- Medical/dietary requirements, should they be needed to run our events/activities
- Photography permission, if we are taking photos and videos at our events/activities

¹ NERAP Partner Universities are Durham University, Newcastle University, Northumbria University, University of Sunderland and Teesside University. You can find out more about the programme here - <https://www.nerap.ac.uk/>.

How are we collecting your data?

We ask you to complete either an online registration form or paper-based application to participate in our events and activities. Information given will be stored in line with data protection laws. It will be stored securely by the NERAP Project Team based at Newcastle University and NERAP Partner universities. Appropriate technical and organisational measures will be taken to keep your information secure. Data will not be stored outside the European Economic Area.

NERAP will keep your information for no longer than 10 years following closure of the NERAP project, at which point we will anonymise it, so you will not be identifiable.

Who will it be shared with?

- We will be sharing your data on an online system called the Higher Education Access Tracker (HEAT). Their system matches your information with other sources² in order to check if you go on to higher education.
 - HEAT is purchased by a programme we work closely with at Newcastle University – North East Uni Connect Programme (NEUCP). By using HEAT to store your data, we also allow NEUCP to use data to report back to their funder, the Office for Students. You can find out more about NEUCP and how they use your data here - <https://www.outreachnortheast.ac.uk/about-us/>
- For some activities that you participate in, we may share your data with suppliers procured by Newcastle University, in order to administer our events and activities.
- 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.
- If we have any concerns about your welfare, we have a legal obligation to share your 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 you?

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 and confidentiality will be maintained at all times, when handling your information. Your information will not be sold to third party organisations. The NERAP team will only send marketing communications to you if you have provided us with your consent to do so.

² HEAT match your data with data held by Higher Education Statistics Agency (HESA), you can view how data is linked here: <https://www.hesa.ac.uk/about/regulation/data-protection/notices#linkg>. HEAT may also match your data with Department for Education (DfE), Office for Students (OfS), Education and Skills Funding Agency (ESFA) and the Universities and Colleges Admissions Service (UCAS). You can view how HEAT use your information here: <https://heat.ac.uk/data-privacy-participants/>.

What are your 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. Please let us know if at any time your personal information changes by contacting info@nerap.ac.uk.
- We ask for your consent to collect health data, marketing permission and photography permission. If you do give your consent, you can change your mind at any point by contacting info@nerap.ac.uk.
- We ask for your permission, or that of your parent/carer to use any survey or focus group information collected for research purposes. If you do give your permission, you can change your mind at any point by contacting 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 you contact us about your 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.

Website Analytics

On our NERAP website we use Google Analytics to collect information of visitor behaviour patterns. This helps us understand how many people have visited our site and which pages are visited most often. We do not collect or store personal information using Google Analytics and we cannot identify you as an individual.

Our privacy policy will be updated from time to time and was last updated in October 2023.