

Hello Future is part of the Cumbria Collaborative Outreach Programme (CCOP). We are tasked by the Office For Students to increase the number of under-represented students going into higher education. CCOP consists of universities, colleges and organisations involved in the education of young people in Cumbria. We will be using your details to administer your participation on the programme and to monitor your future education and employment choices as explained in the Data Privacy Notice below.

## Data Privacy Notice

This notice tells you how we (Hello Future -CCOP) handle your personal information in accordance with applicable Data Protection and Privacy laws. Please read this Notice carefully and contact us with queries [hellofuture@cumbria.ac.uk](mailto:hellofuture@cumbria.ac.uk)

### WHAT PERSONAL INFORMATION DO WE COLLECT?

We will be collecting and processing your name, address, date of birth, school name, year group, your gender, disability and ethnicity (which is special category data). We will keep a register of any activities that you take part in. Your school or college will share this information with us in a secure way. We will also give you the option to provide an email address and/or mobile number to be contacted with relevant opportunities.

We work closely with third parties including the University of Kent which operates the Higher Education Access Tracker (HEAT). They will provide us with details of your future education or employment choices.

Information Intent and Disclosure	The Legal Basis For Doing So
<p>To review whether our activities have had a positive impact on your future. By collecting your details we will be able to monitor your future education and employment choices (through HEAT). This will allow us (CCOP) to evaluate the effectiveness of our programme. HEAT has access to government data sets and can inform us whether you progress to higher education, your success in higher education and career path post-higher education. In addition to key personnel and the supplier which maintains its database, HEAT may share your data with official custodians of education data including the Higher Education Statistics Agency, UCAS, the Department for Education, the Office for Students, Education and Skills Funding Agency and other agencies for research purposes only (and agreed with HEAT governance and steering groups). HEAT will otherwise only share your data as required by law or directed by a court or other body of competent jurisdiction.</p>	<p>We will use your information to track activities only when legally permitted to and where necessary to carry out the CCOP programme. By signing the 'Participant Information Form' you provide CCOP with permission to share <i>relevant</i> data with HEAT and allow us (CCOP) to link your data to activities you have attended.</p> <p>HEAT's 'Data Retention Schedule' outlines their responsibility for data retention and removal as aligned with their long term research aims. HEAT data will not be kept for any longer than necessary and only used for the purpose for which it was processed.</p> <p>Where we use information classed as Special Category data (ethnicity and disability) this will be for research and statistical purposes as permitted by Data Protection legislation.</p>
<p>To report to the Office for Students who fund CCOP (including Hello Future). We provide the OfS with the number of students who have participated in each of our activities.</p>	<p>The reporting of participation numbers is anonymised and does not provide any details which could identify you.</p>
<p>To conduct research on the impact that the CCOP programme may be having on young people. CCOP staff will be observing and recording the effectiveness that an activity is having. By evaluating the effectiveness of CCOP we can help to inform the work of our partners (University of Cumbria, Lancaster University, UCLan, Edge Hill University, Carlisle College, Lakes College, Furness College, Kendal College, Newton Rigg College, Lancaster and Morecambe</p>	<p>Evaluation reports will be anonymised and do not provide any details which could identify you. CCOP may publish or report information (in aggregated data form). Your personal data will always be safeguarded under the terms of data protection legislation.</p> <p>By signing the 'Participant Information Form' you provide CCOP with permission to analyse data</p>

College, REACT Foundation, Sellafield Ltd. and the NHS.), the wider research community and other widening participation stakeholders on useful developments.	collected by the ‘the learner reflective journal’ (only for certain activities) and produce reports which evaluate the impact of the programme.
We would like to use your email address and mobile phone number to contact you about upcoming activities or events that we think you might be interested in.	Contact will be made based on the permission you provide to us on your ‘Participant Information Form’ or by ‘opting-in’ to marketing permissions through the hellofuture.ac.uk website.

**DISCLOSURE OF YOUR INFORMATION**

We will only share *relevant* data with HEAT. By “*relevant*” we mean data required to match the other party’s records. Once the programme comes to an end your data will remain with the University of Cumbria and will not be used for anything else other than the uses described in this Privacy Notice without getting your additional consent.

**STORING YOUR INFORMATION**

All information provided to us is stored within the European Economic Area (EEA) on our secure servers. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. Your information will be retained for the above purposes (table above). Data collected for conducting research, reporting to the OfS and contacting you via email will be destroyed by the end of September 2025 (to identify the long-term impact of the programme). The period of information retention for HEAT will continue until you turn 30 (as this is the age at which it is deemed most students will have completed all of their education including postgraduate study). Following this period your information will be securely destroyed.

**YOUR RIGHTS**

When we use your consent to process your information you have the right to withdraw your consent at any time. You can do this by emailing [hellofuture@cumbria.ac.uk](mailto:hellofuture@cumbria.ac.uk) Under the Data Protection Act 2018 and the General Data Protection Regulation you have the right to a copy of the current personal information held on you by CCOP. To request a copy of your data, please use the form available on the University of Cumbria website at [www.cumbria.ac.uk/dataprotection](http://www.cumbria.ac.uk/dataprotection) The website contains further information about your rights under the Data Protection Act 2018, including details of how to contact the University’s Data Protection Officer.

You can also visit the Information Commissioner’s website [www.ico.org.uk](http://www.ico.org.uk) for further information on your rights under both the Data Protection Act 2018 and the General Data Protection Regulation. You have the right to complain to the Information Commissioner if you are unhappy with the way your information is being handled.

