

Data Protection Notice - for Educational Practitioners and contacts

Hello Future is a project aimed at increasing the number of young people going into Higher Education under the Uni Connect Programme. Hello Future is a partnership and is hosted by the University of Cumbria. Hello Future partners include colleges, universities and organisations in the North West and Cumbria and are: Lancaster University, University of Central Lancashire, Edge Hill University, Carlisle College, Lakes College, Furness College, Kendal College, Myerscough College, REACT Foundation, BAE, the NHS, Cumbria County Council, Centre for Leadership Performance and Cumbria LEP.

How will my personal information be used?

We may collect the following personal data

- **Full Name**
- **Professional Role (if applicable)**
- **School/College/ Organisation Name (if applicable)**
- **Personal Email Address (if applicable)**
- **Business/ Professional Email Address (if applicable)**

We will use the information when it is necessary to liaise with you about the learners we work with and the work we do; and/ or for sending you marketing emails about Hello Future. We may use carefully selected third party service providers to run event bookings or to contact you by email.

What is the legal basis for the processing of the data?

It is necessary for the performance of a 'Public Task' or task carried out in the public interest. This is, to target and work with learners who can benefit from the programme, find out how well the programme is doing and to conduct research. The OfS has tasked universities to increase participation in higher education from underrepresented groups. The activities delivered as part of the Hello Future project are designed to support and meet this task.

When we rely on consent (for example to send you marketing emails about events and what we do), we will provide you with details on why we need the information and how you can withdraw your consent. You can withdraw your consent (or restrict usage of, rectify, or request erasure of your data) at any time by contacting hellofuture@cumbria.ac.uk.

How long will my personal information be kept for?

If you attend any particular event/activity, we will only retain certain detailed information that we need for the purposes of event/activity administration for as long as necessary to serve that purpose. For the purposes of liaising with you or sending you information about Hello Future delivery and the work we do with schools, colleges and communities, we will retain the information for the duration of the project or your involvement with the project. Where we rely on consent (for marketing emails) we will provide with details on why we need the information and how you can withdraw your consent.

After these periods, any personal information will be removed from our records.

Who will process my personal information?

The information published here applies to the use of your personal information by Hello Future. University of Cumbria is the Data Controller for the Hello Future programme. This means we will be responsible for your personal data. Other organisations we work with are also data controllers for the personal data we get from them or what we send to them.

Your Rights

In some cases, you can ask us to delete your personal data, where this is appropriate, we will take reasonable steps to do so. Full information about your rights and what we do with your personal data can be found at:
<https://www.cumbria.ac.uk/about/organisation/professional-services/vice-chancellorsoffice/data-protection/> Or please contact hellofuture@cumbria.ac.uk
Last updated: January 2022

How do I complain?

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (ico.org.uk).

Are changes made to this webpage?

This webpage was last updated in March 2022 and is reviewed when necessary and at least annually. Any changes will be published here, so please check the webpage from time to time.

Updated September 2023



From time to time we review and update this privacy notice (at least annually) so please check back regularly.