

Hello Future Participants Privacy Notice

This Privacy Notice explains how your information is used when you take part in any of the Hello Future activities or events.

Hello Future is part of the Uni Connect programme which aims to increase the number of young people going to college or university. This is done by organising events and activities that help young people make informed decisions about their future

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, Lancaster and Morecambe College, Myerscough College, REACT Foundation, BAE, the NHS, Cumbria County Council and Cumbria LEP.

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.

How do we get your personal data?

- We get your personal data either from you and/ or your school or college
- We get your personal data directly from you e.g. when you complete our surveys and from your school or college.

What personal data do we collect?

We collect the following information about you:

- Full Name, Date of Birth, Postcode, Gender, Disability, Ethnicity, School/College Name, School Year Group, Higher education aspirations, Email Address, Phone Number

We may also collect some information about your personal circumstances, such as whether or not you:

- care for another individual;
- are from an armed forces family or
- are in care or previously were in care leaver status

As part of our long-term monitoring framework, we will also enter your details into our secure Higher Education Access Tracker (HEAT) which is operated by the University of Kent. We use this database in order to keep a record of your participation in the project, including:

- details of your engagement with individual Hello Future activities
- Higher Education progression data (further study post-18)
- Your future education or employment choices

What we do with your personal data?

We process your personal data for purposes listed below:

- To organise Hello Future events or activities; including targeting or finding young people suitable for the programme and selecting them for events or activities;

- To track future outcomes of event participants, including applications to Higher Education Institutions;
- To conduct research, monitor and evaluate the impact of Hello Future events and activities (including events not organised or delivered by Hello Future);
- To produce statistics, such as about the number of event application, participation numbers, and participant outcomes;
- To send you additional information about Hello Future, as well as helpful information and resources about applying to Higher Education

What is our legal basis for processing your personal data?

The lawful bases we rely on for processing your personal data are:

- It is necessary for the performance of a ‘Public Task’ or task carried out in the public interest. This is, to target young people who can benefit from the project, find out how well the project is doing and to conduct research
- We have your consent e.g. to send you emails about future Hello Future events and activities. When we rely on consent, we provide with details on why we need the information and how you can withdraw your consent
- It is necessary for the University’s or a third parties' legitimate interests e.g. when we work with other partners.

We use your “special category data” or personal information about your ethnicity or disability because we need it for equalities monitoring, research and statistical purposes or to help you.

Who will your personal data be shared with?

We share your personal data with organisations we work with to organise activities and to track your progress over time such. These include

- HEAT (Higher Education Access Tracker) their privacy notice is can be found at this link:
<https://heat.ac.uk/data-privacy-participants/>
- HESA (the Higher Education Statistics Agency) privacy notice at this link:
<https://www.hesa.ac.uk/about/regulation/data-protection/notices#linkg>
- CFE Research- our national evaluation partner. Their privacy notice can be found here
<http://cfe.org.uk/cfe-research-privacy-notice-for-ncop/>
- Other third parties working on our behalf, including for research, evaluation and data analysis purposes and outreach delivery
- Our partners (universities, colleges and other organisations listed above)

How long do we keep your data?

Your personal data will be kept by Hello Future securely until the end of the Hello Future programme, and your contact details will be deleted after you leave school.

HEAT will keep your personal data for:

- 15 years after graduation or until 30 years of age (whichever comes first) if you are under 21 years old at the time of your first outreach activity.

- 15 years after graduation or for 10 years after your first outreach activity (whichever comes first) If you are over 21 years old at the time of your first outreach activity:

After this, your personal data will be anonymised, this means that you will not be able to be identified from the data. HEAT will check how long they keep your data for every year so that they do not have to keep it if they don't need it.

Your Rights

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-chancellors-office/data-protection/>

Or please contact hellofuture@cumbria.ac.uk

Last updated: November 2021