

# HELLO FUTURE DATA PRIVACY NOTICE



Cumbria Collaborative  
Outreach Programme

## INTRODUCTION

Hello Future is part of the Cumbria Collaborative Outreach Programme (“**CCOP**”), a project to increase the numbers of under-represented students going into higher education and forms part of the National Collaborative Outreach Programme (“**NCOP**”). CCOP consists of universities, colleges and organisations involved in the education of young people in Cumbria. The CCOP partners include University of Cumbria, Lancaster University, UCLan, Carlisle College, Lakes College, Furness College, Kendal College, Newton Rigg College, Lancaster and Morecambe College, REACT foundation, Sellafield Ltd. and the NHS. The University of Cumbria leads the CCOP project.

This privacy notice tells you how we (the CCOP) handle your personal information in accordance with applicable Data Protection and Privacy laws, including the Data Protection Act 2018 and the General Data Protection Regulation. Please read this Privacy Notice carefully and contact us if you have any queries by emailing [hellofuture@cumbria.ac.uk](mailto:hellofuture@cumbria.ac.uk). Further data protection notices may be provided for specific events.

## 1. WHAT PERSONAL INFORMATION DO WE COLLECT?

We will collect and process the following information about you

- We will be collecting your name, address, email address, date of birth, the name of the school which you attended, year group, your gender and your ethnicity. We will also be keeping a register of any Hello Future activities and events you take part in. Your school or college will share this information with us in a secure way.
- We are working closely with third parties (including the Universities and Colleges Admissions Service (“**UCAS**”) and the University of Kent which operates the Higher Education Access Tracker (“**HEAT**”) who will provide us with information about you. Such information includes:
  - Details of your future education or employment choices through the HEAT system

## 2. HOW WILL WE USE YOUR INFORMATION?

Hello Future activity is funded by the Office for Students. This is a government organisation which wants to help more young people to go to higher education. Because they give us the money for our activities and events we need to show them the impact.

The intended use of your information by us	The legal basis for doing so
To contact you about upcoming Hello Future activities or events that we think you might be interest in.	Such contact will be made based on the consent you provide to us in your completed Consent Form.
To review if our activities have had a positive impact on your future. By collecting your details, we will be able to monitor and track your future education and employment choice through the HEAT system. This will	We will use your information for these tracking and reviewing activities only when legally permitted and where necessary to carry out the CCOP programme. Your information will be used in this way as part of our

<p>allow us to evaluate the effectiveness of the Hello Future programme.</p> <p>For more information about how the HEAT system works, please see the section entitled “Disclosure of your Information” below.</p>	<p>public task of encouraging more young people to enter higher education.</p> <p>Where we use information classed as Special Category data (such as your ethnicity) this will be for research and statistical purposes as permitted by Data Protection legislation.</p>
<p>For reporting to the Office for Students (OfS) who fund the Hello Future Programme. We provide updates to OfS of numbers of students who have participated.</p>	<p>These reports are anonymised and do not provide any details which could identify you.</p>
<p>For research purposes. During the life of the programme we may undertake research on aspects our programme and the impact it may have on young people. This is to help inform the wider research community on useful developments.</p>	<p>Research reports and publications will be anonymised with no details which could identify you.</p>
<p>To administer and manage your participation in the programme.</p>	<p>We use your information to organise and facilitate your participation in Hello Future activities in the legitimate interests of the university and CCOP programme.</p>

### 3. STORING YOUR INFORMATION

All information you provide 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. The period of retention will continue until you turn 29 (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.

### 4. DISCLOSURE OF YOUR INFORMATION

We will only share *relevant* data with the Universities and Colleges Admissions Service (UCAS), CFE research and with HEAT (see below). 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 (in accordance with the section entitled “Storing your Information” above) and will not be used for anything else other than the uses described in this Privacy Notice without getting your additional consent.

- UCAS:** We may share your personal details with UCAS in order to track application numbers. UCAS may use this information to provide the CCOP central team with a statistical analysis of applications using their STROBE service. This service takes individual-level data (name, date of birth, and home postcode), link those records into the UCAS data resources, and then calculate anonymous aggregate statistics for data submitted. No personal information is ever disclosed through the STROBE service. Personal data transferred into STROBE for processing is destroyed at the end of the process, or after a specified period of time if the user has requested that it be retained for an updated analysis at a later point.

- **HEAT:** We will share your data with the Department for Education's National Pupil Database or HEAT (the Higher Education Access Tracker, run by the University of Kent), and/or with the other organisations HEAT works with, as listed below. Please note that HEAT has access to government data sets and can inform us whether you progress to higher education, your success in higher education and career paths post-higher education. As well as with its 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, the Skills Funding Agency (previously National Data Service) and other agencies for research purposes only (and agreed with the 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.
- **Evaluation services provider (CFE Research):** To evaluate the programme your registration form, questionnaire data (and other data we are permitted to use) may be used by us for research purposes to ascertain the success of this widening participation initiative. You will not be individually identified in any reports and confidentiality will be maintained at all times. At no time will the information you provide be used for marketing or sales purposes or provided to any organisation for this use.
- **Publication and Reporting:** CCOP and third parties may publish or report information such as aggregated data or research and analysis using the data obtained but this data will be anonymised. Your personal data will always be safeguarded under the terms of data protection legislation.

We will also disclose your information to third parties if we are under a duty to disclose or share your information in order to comply with any legal obligation.

## 5. YOUR RIGHTS

Where we rely on your consent to process your information you have the right to withdraw your consent at any time. You can do this by contacting emailing [hellofuture@cumbria.ac.uk](mailto:hellofuture@cumbria.ac.uk), Under the Data Protection Act 2018 and the General Data Protection Regulation you have a right to a copy of the current personal information held on you by CCOP. To request a copy of your data, please use the request form available on the university website at <http://www.cumbria.ac.uk/dataprotection>

For further information or advice about your rights under the Data Protection Act 1998, including details of how to contact the University's Data Protection Officer, please see:

University of Cumbria: <http://www.cumbria.ac.uk/dataprotection>.

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