

How we use and manage your data

What is KaMCOP and what organisations are part of it?

The University Entrance Diploma is run as part of the Kent and Medway Collaborative Outreach Programme (KaMCOP), which is a partnership between the University of Kent, Canterbury Christ Church University, the University for the Creative Arts, Kent County Council, University of Greenwich, 3 colleges and 50 schools in Kent and Medway. Collaboratively, KaMCOP works to raise the aspirations and attainment of young people who might not otherwise consider progression to higher education. You can find further information at the KaMCOP website <http://www.kmpf.org/kamcop/about-kamcop/>

What is going to happen to the information you hold about me?

Personal data is collected in order to process your enquiry, prior to potentially entering into a student contract with you, and used for anonymised reporting. We require this information in order to provide the best advice regarding suitability for our course. Personal information is only collected and or/processed in accordance with current data protection legislation and will be stored on secure computer systems. These systems are subject to stringent physical and electronic access control mechanisms. This means only authorised people will be able to access your data.

Whenever the research findings are published, all information will be anonymised. You have the right to opt out at any time from having your data being processed during this time. You can do this by writing to: Kent and Medway Collaborative Outreach Programme, The Registry, University of Kent, Canterbury CT2 7NZ.

How long will my data be retained for?

Your data will only be held for as long as it is necessary. If you choose not to apply for the UEd, or apply and are not successful, your details will be deleted within six months.

Will other institutions be able to access my data?

We will not release data to anyone who is unauthorised, and your contact information will only be used for the reasons outlined above, and not for any other marketing purposes. CFE research is leading on the KaMCOP research on behalf of the Office for Students. Anonymised data, based on the information you provide here, may also be shared with the Office for Students, Higher Education Statistics Agency, Laser Learning Awards or the University and Colleges Admissions Service (UCAS). It will also be shared with partners including colleges, Higher Education Access Tracker service subscribers and the National Data Service. We share your data to help evaluate the effectiveness of this activity. This is part of the government policy to widen participation in higher education and to develop future policy. The project and its partners will not use your record in a way that would affect you individually.

Where can I find further information regarding how you are going to use my data?

You can read KaMCOP's Data Protection and Information Sharing Policy in full at <http://www.kmpf.org/resources>

Is there anything else I should know about my rights?

You have the right to opt out of sharing your data at any time, please contact ncop@kent.ac.uk to do this. You also have the right to a copy of the data held about you by us. Requests should be made in writing to The Data Protection Officer, Room P1.03 Darwin College, University of Kent, Canterbury CT2 7NY